Research Protocol Submission Instructions Using IRBNet

All Research Protocol and Publication Clearance document submissions, to the DDEAMC Department of Clinical Investigation (DCI), must be submitted using the web based automated processing system called "IRBNet". New users (with the exception of those who have been "pre-registered" by the DCI) will need to register in IRBNet in order to create and submit packages and to be available for "sharing" and "signing" of packages submitted by others for review or approval. Registration and sign on can be accomplished by going to the Defense Medical Research Network (DMRN) web page and clicking on "IRBNet Entry". Access to IRBNet is through AKO/DKO with CAC card or user/password entry. Using the following link will automatically direct you to AKO/DKO and, upon sign in, to the DMRN web page:
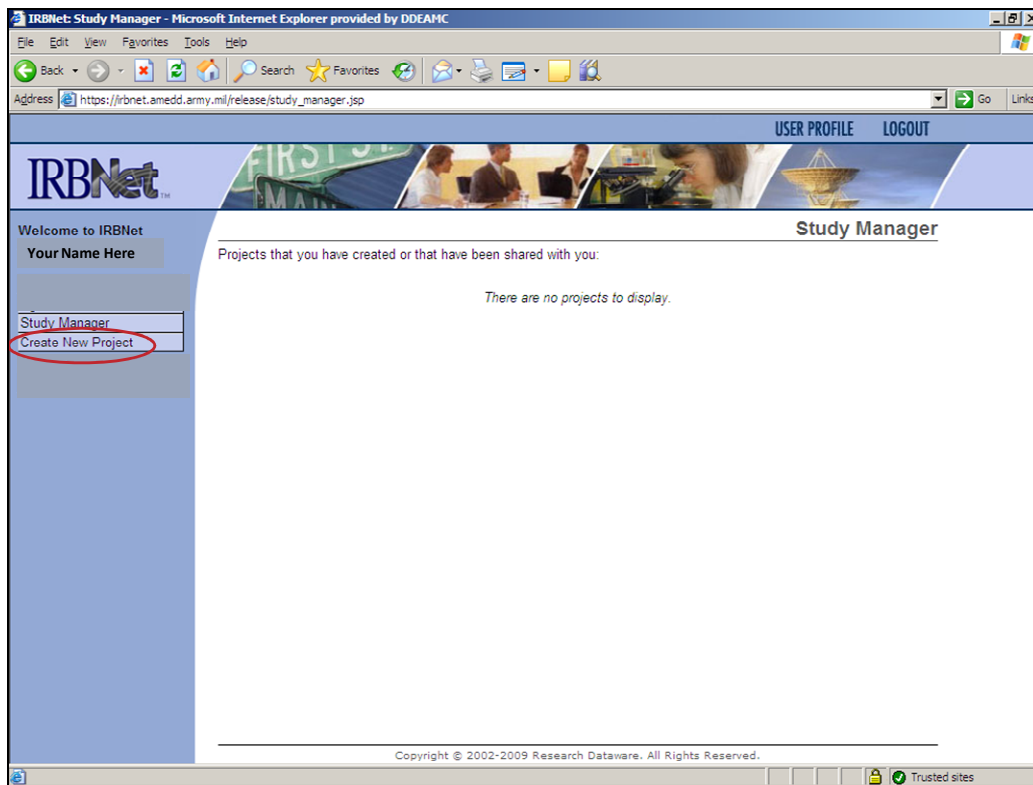
https://www.us.army.mil/suite/page/596540

The DMRN web page is a resource for all users of IRBNet. Anyone needing additional help with IRBNet submissions or issues can call the DDEAMC – DCI "Help Desk". When ready to begin, click on "IRBNet Entry" and use screen shots with instructions below.

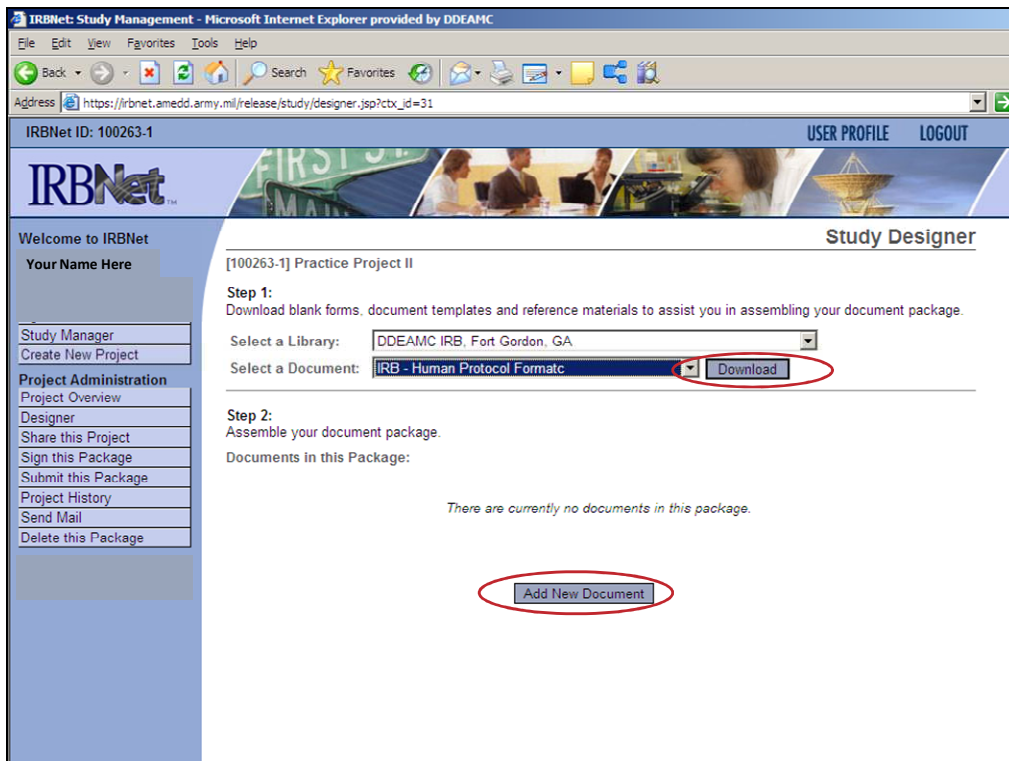# Research Protocol Submission Instructions Using IRBNet

1. If you have not used IRBNet previously to create a project, your screen after sign in should look like this. However, if a project has been shared with you by someone, that project will appear on this screen. Click on "Create New Project" to begin.

2. Complete "required fields" as a minimum. Click "Continue".

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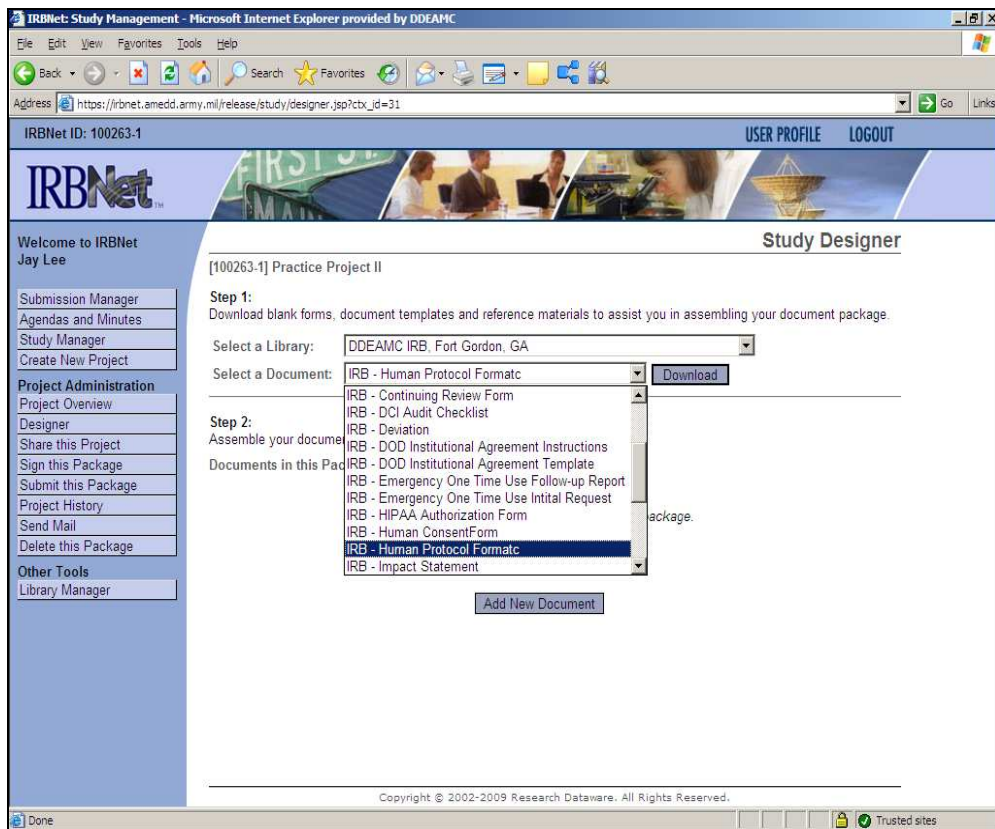
3. Select the appropriate "Library" based on the type of protocol (human/animal) using the drop down box arrow. Then select and download the needed documents to your computer to complete "offline". A cover sheet must be created using the document wizard at "Step 2"


4. When required documents are completed and you are ready to add / attach them to your project, click on "Add New Document".
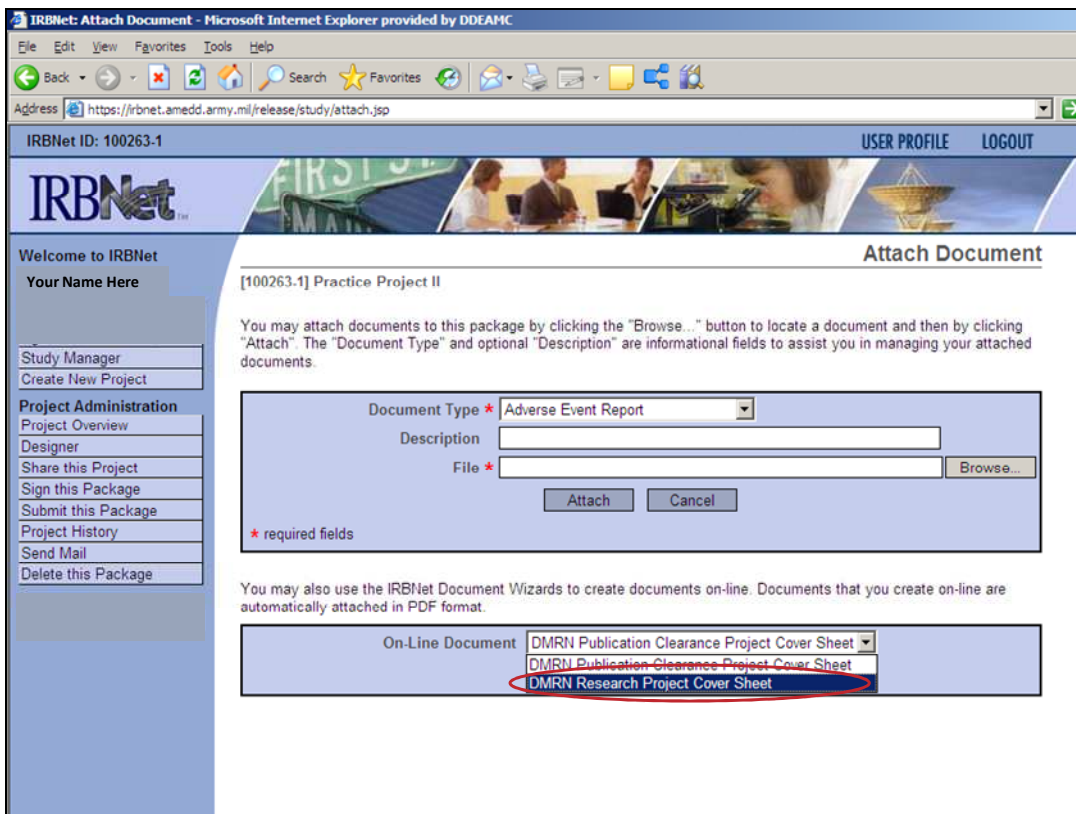
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5. Use drop down box arrow to select "Document Type".

6. Type in a "Description" of the document you want to attach. Click "Browse" to locate the document file on your computer. Select the file. Click "Attach".

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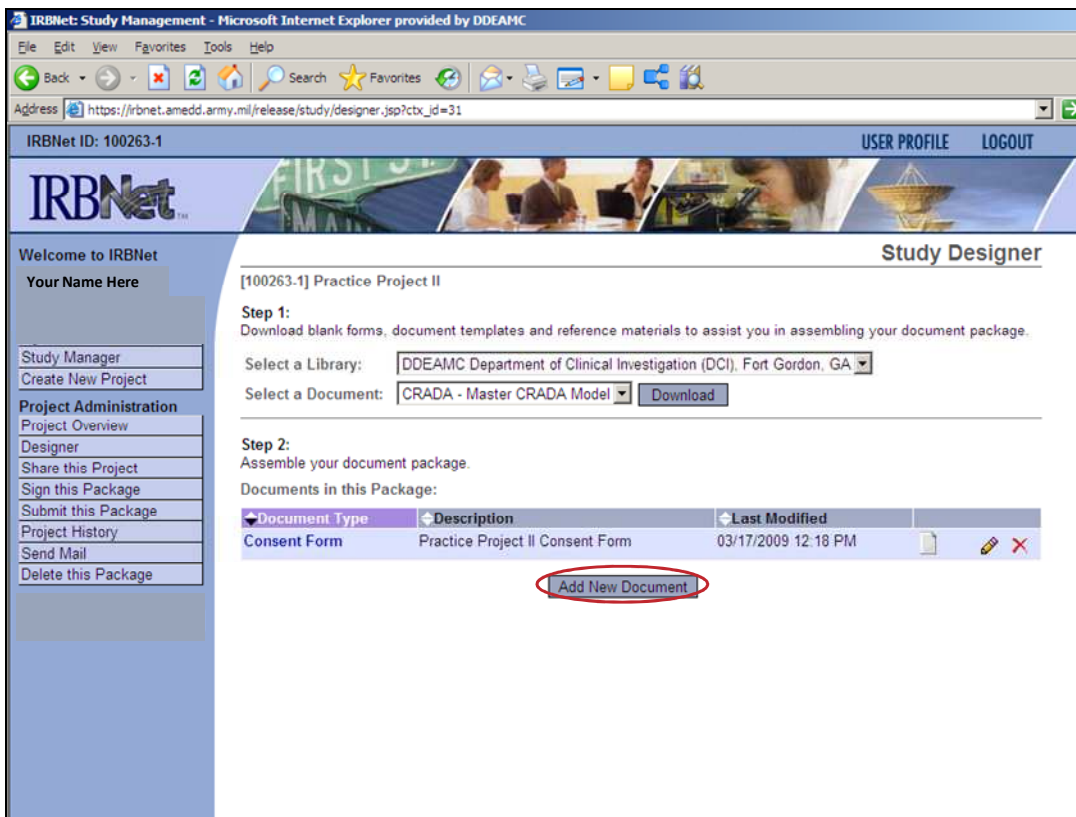
7. Continue this process until all files are attached.

8. When ready to complete a cover sheet, use arrow next to "On-Line Document" to select "DMRN Research Project Cover Sheet". Click "Add".

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9. Follow instructions provided. Click "Next" to begin the wizard.

10. Choose applicable project information. Click "Next".

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11. Enter "Team Member" information if project involves other "team members" and click on "Next". If no other "team members" are involved click on red "X" next to "Team Member 1" to continue. Complete remaining pages until page appears with "Form Complete".

12. When Form is complete click on "Save and Exit"
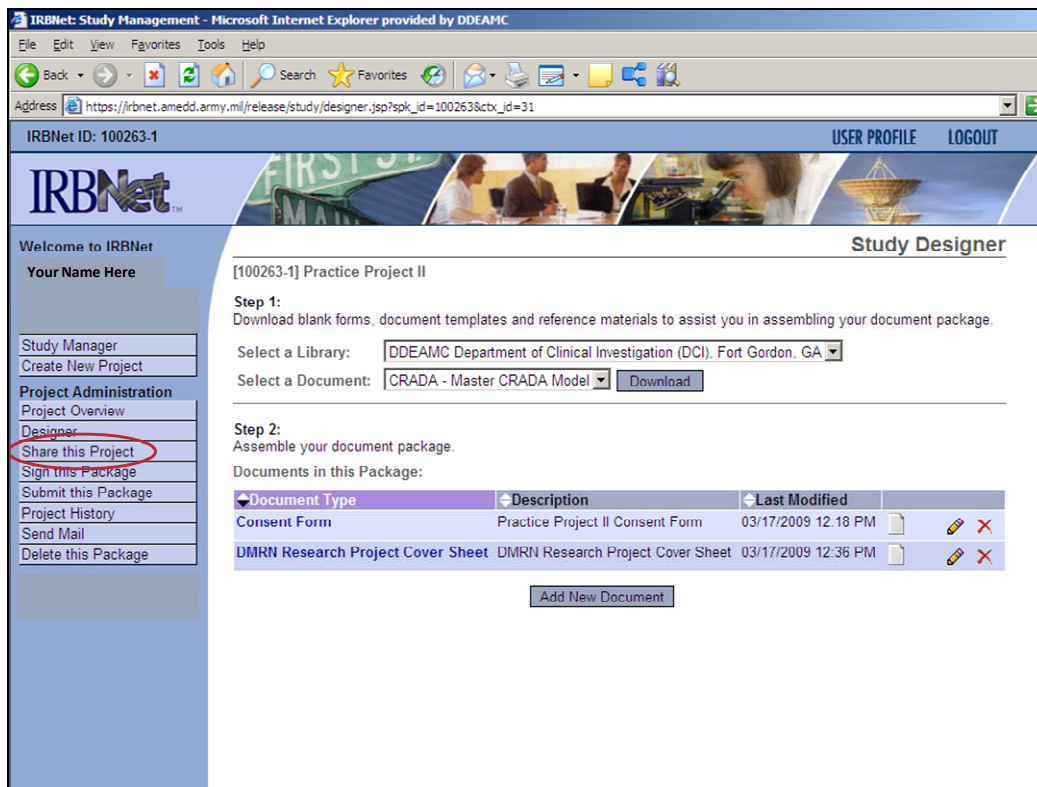
13. This returns you to the "Study Designer" page where you may add any additional documents being submitted for review or if project is complete may choose to click "Share this Project" to send to any other IRBNet users for review, approval, signature, etc. (All projects submitted require Department Chief (Care Line) review and approval)
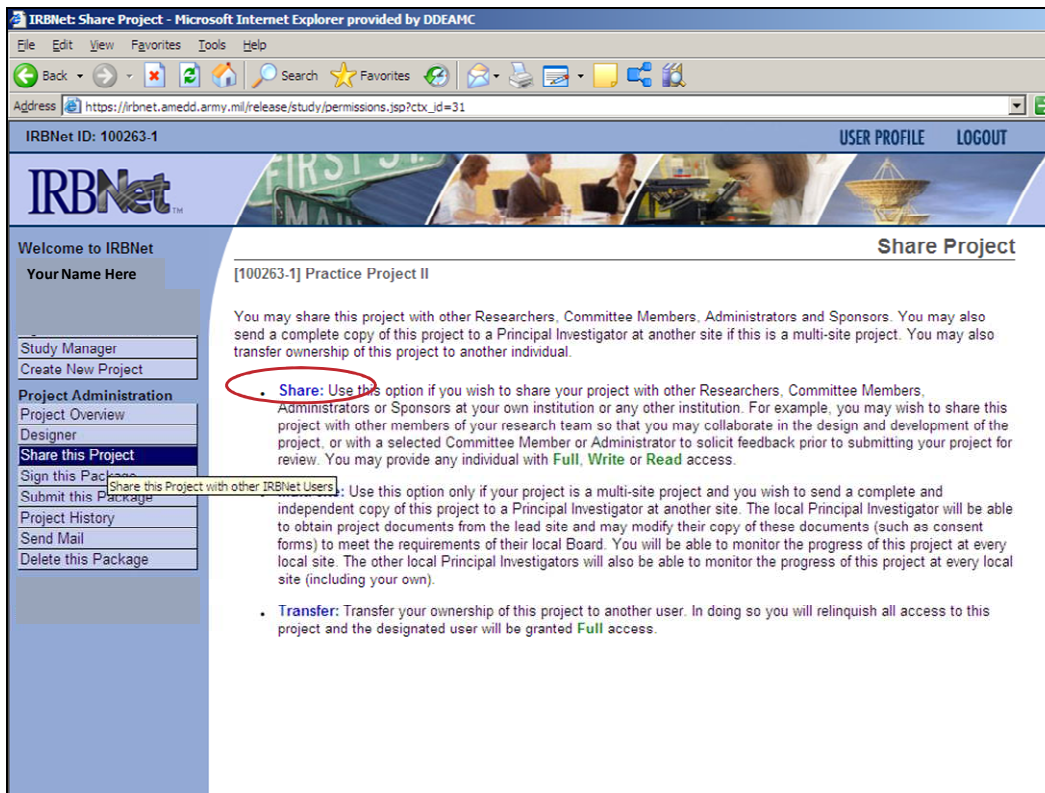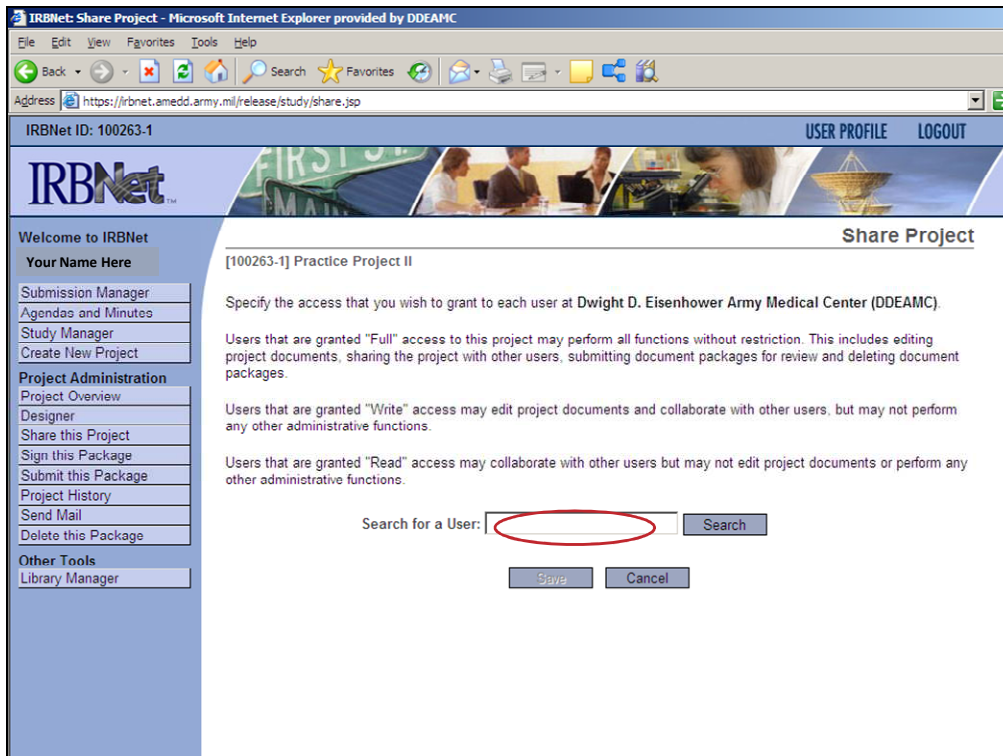

14. Click "Share".

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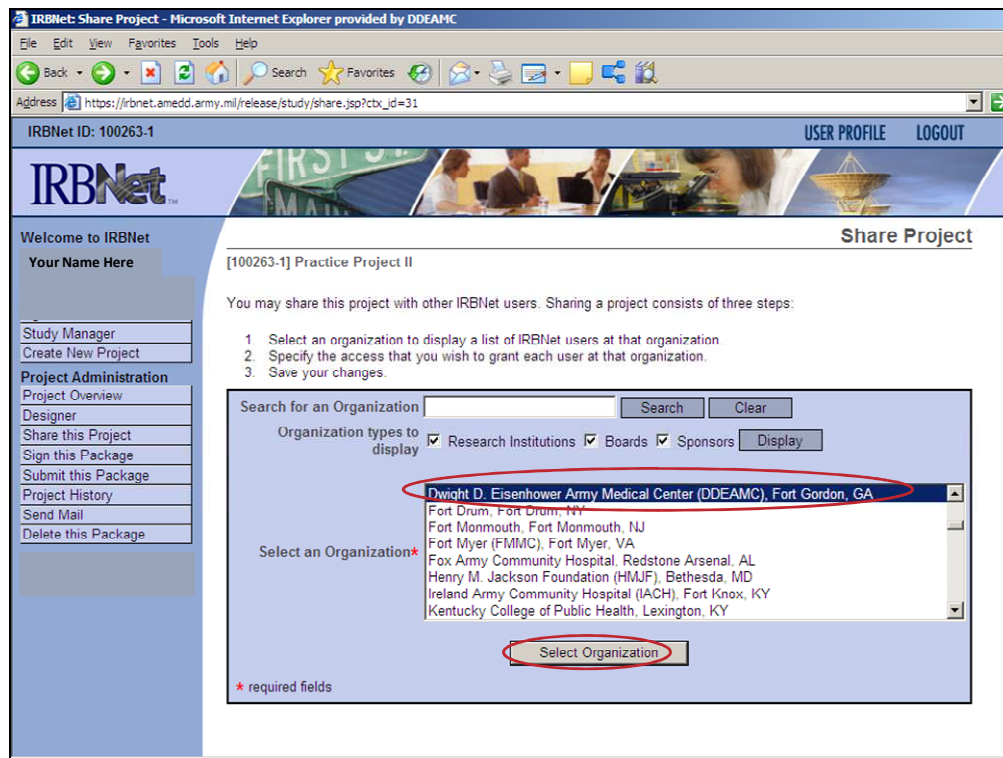
15. Find the appropriate organization of the individual you are sharing with and highlight the organization. Click "Select Organization.

16. Search for a "User" in the selected organization by entering all or part of the users name or you may simply enter a blank space and click on "Search" to obtain a list of all "registered" users in the selected organization. Individuals not listed and needing to share access (approve) should be sent an email with the DMRN / IRBNet link with a message to register to obtain access and review project. https://www.us.army.mil/suite/page/596540

17. Select user and click on appropriate permission access, as noted in instructions, and click "Save".

18. After all shared users are selected click "Sign this Package". This is also where you will click to verify if projects shared with others have been signed. All users who have signed a shared package will appear on this page. Packages may be signed at a later time by re-opening the project and clicking on "Sign this Package". Projects must be signed prior to submitting.
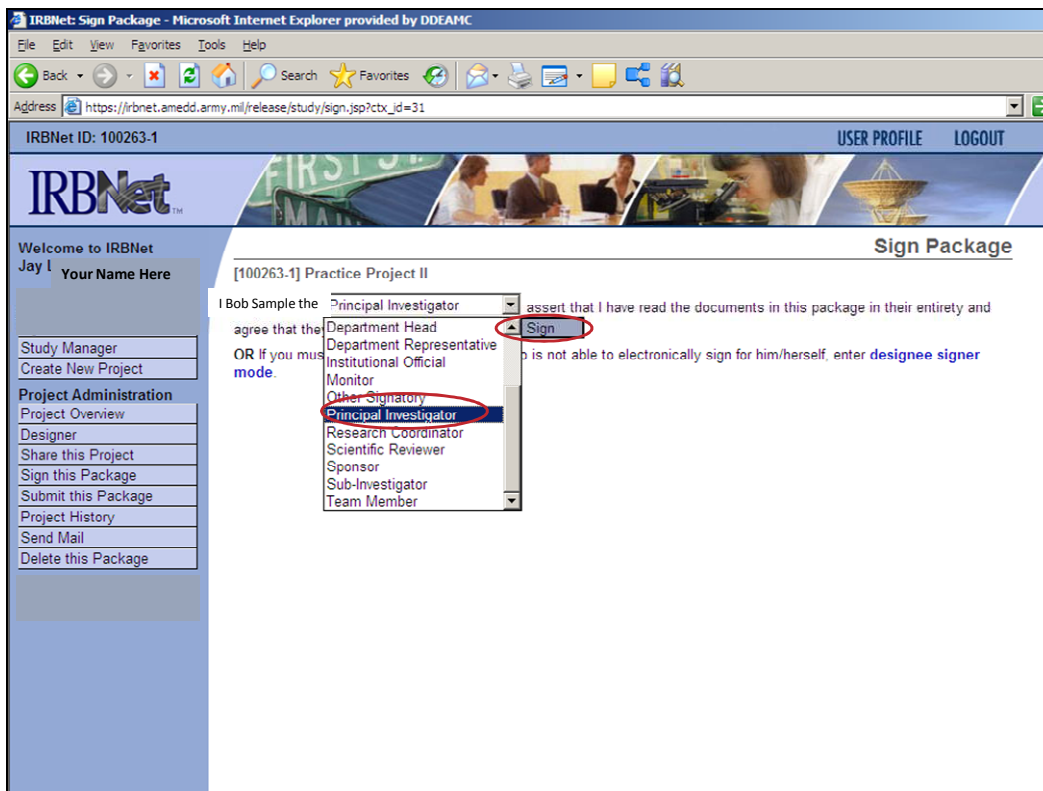
19. Use the drop down arrow to select your appropriate title regarding the project being submitted. Click "Sign".
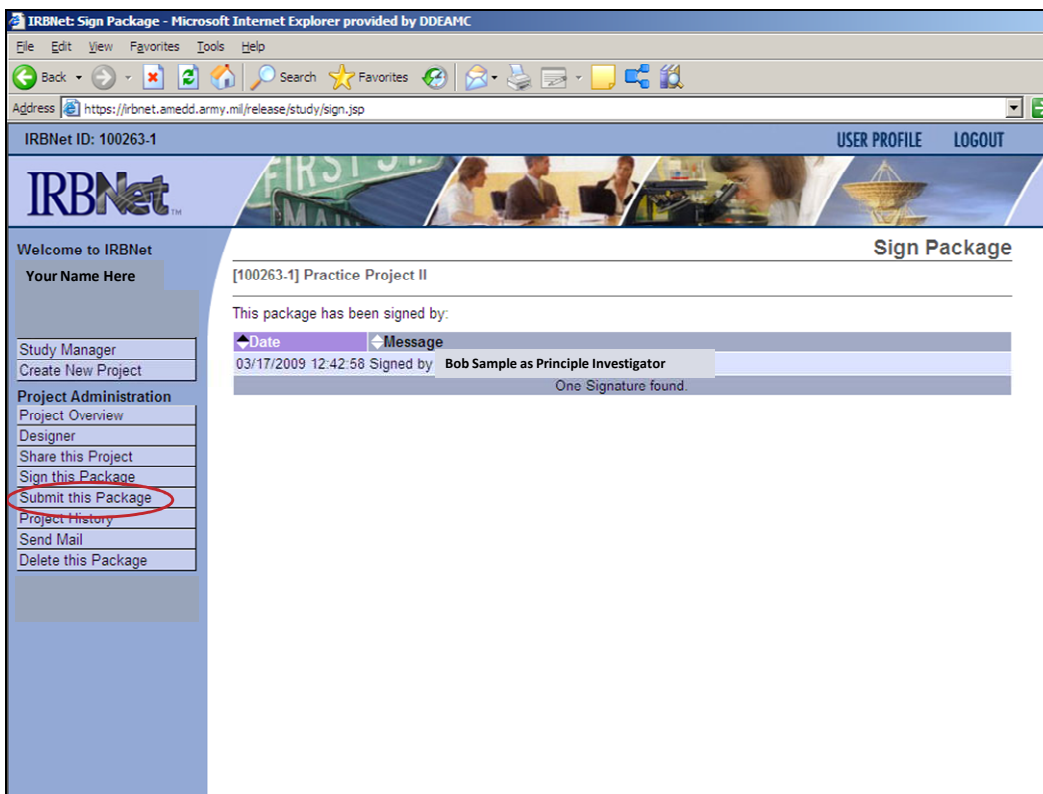
20. If all required signatures have been obtained click on "Submit this Package". If not, packages can be submitted at a later time/date by re-entering IRBNet, opening the project you wish to submit and clicking on "Submit this Package".

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21. Select the appropriate organization that the project is being submitted to (IRB, IACUC, Publication Clearance, Etc) so the project will go to the appropriate Protocol Coordinator. Click "Continue".

22. Use the drop down arrow to select "Submission Type". You may include comments if desired. Click "Submit".

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23. Package is now complete.