

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:

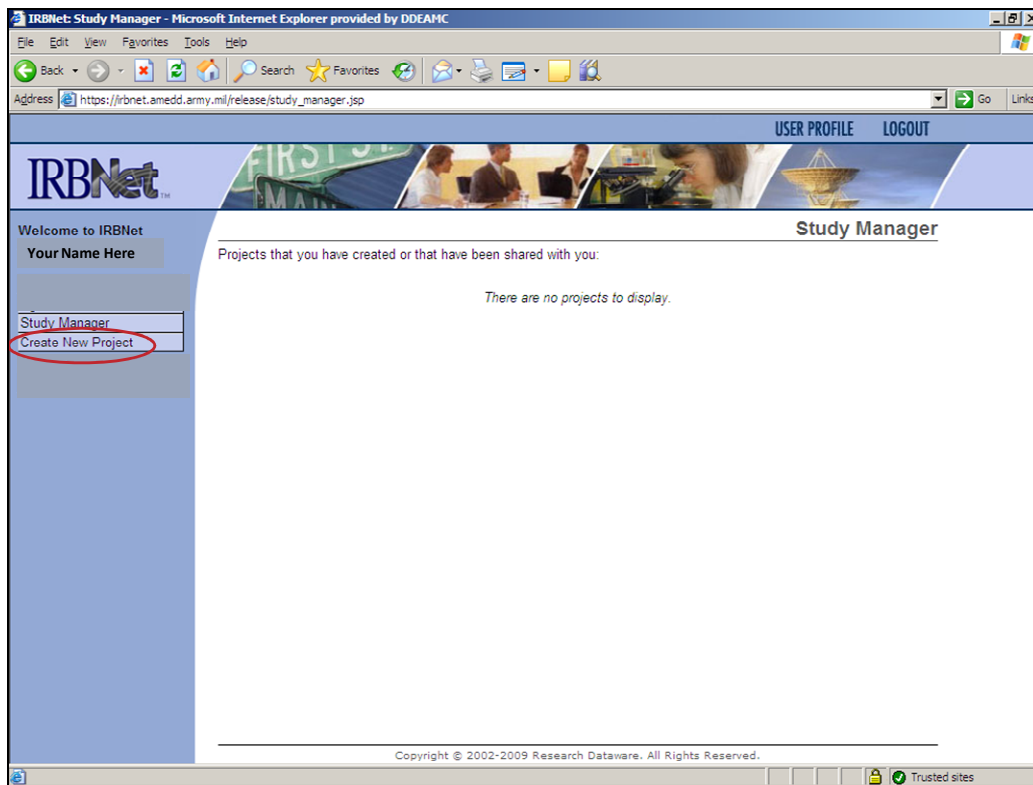
<https://www.us.army.mil/suite/page/596540>

The screenshot shows the DMRN web page with the following sections and links:

- IRBNet Site Entry**: [IRBNet Entry](#) (circled in red)
- DMRN Survey Links**:
 - [Researcher Pre-DMRN/IRBNet Customer Satisfaction Survey](#)
 - [Committee Member Pre-DMRN/IRBNet Customer Satisfaction Survey](#)
- IRBNet Web-based Sessions for Researchers & Committee Members**:
 - Use DCO: <https://connect.dco.dod.mil/irbnet>; Dial: 1-650-429-3300; Webex ID#: 948320520
 - 03/05/2009; 1400-1500 EST;
 - 03/09/2009; 1400-1500 EST; and 03/12/2009; 1400-1500 EST;
 - 03/16/2009; 1400-1500 EST; and 03/19/2009; 1400-1500 EST
- IRBNet Training Slides for Researchers & Committee Members**:
 - [Initial Study Submission Training](#)
 - [Subsequent Study Submission Training](#)
 - [Committee Member Training](#)
- Other Required Researcher Training**:
 - [CITI Research Course](#) (circled in red)
- Links to Member Site Institutions & Support**:
 - [DDEAMC-DCI \(Dwight D. Eisenhower AMC\) Homepage](#)
 - Helpdesk: (706) 787-2520; (706) 787-4723; ; M-F (0730-1600)
 - [DMC-RCRS \(National Naval Medical Center\) Homepage](#)
 - Helpdesk: (301) 295-2275; ResearchQuestions@med.navy.mil; M-F (0600-1630)
 - [WRAMC DCI \(Walter Reed AMC\) Homepage](#)
- IRBNet Web-based Sessions for Staff/Coordinators**:
 - Use DCO: <https://connect.dco.dod.mil/irbnet>;
 - Dial: 1-650-429-3300; Webex ID#: 945207945
 - 03/05/2009; 0900-1100 EST; (CRADA)
- IRBNet Training Slides for Staff/Coordinators**:
 - [IRBNet Training - Submission Coordinator_081227](#)
 - [Coordinator_Submission Training](#)
 - [Coordinator Submission PreReview Checklist](#)
 - [Coordinator_Levels1-2-3_Topics](#)
 - [Coordinator Study Designer Versioning](#)
 - [Coordinator Approvals of Agenda, Minutes, Letters](#)
 - [Coordinator Library Manager](#)
- Online Training/Forum for Staff/Coordinators**:
 - [IRBNet Online Support &](#)

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.

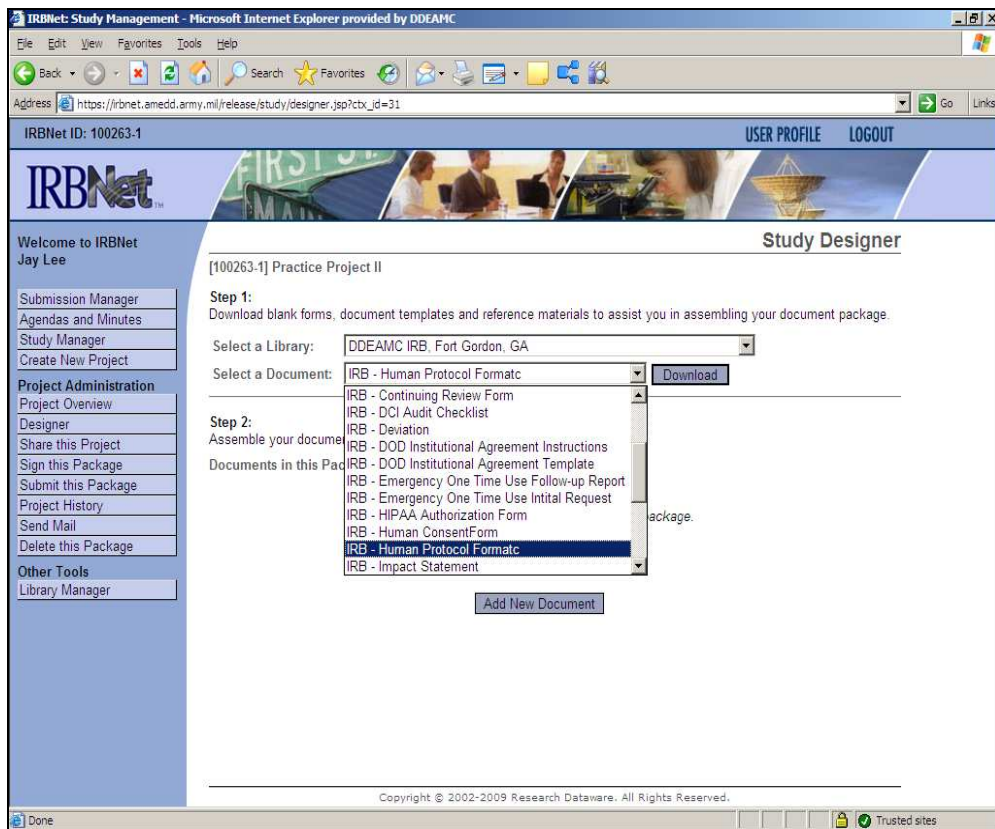
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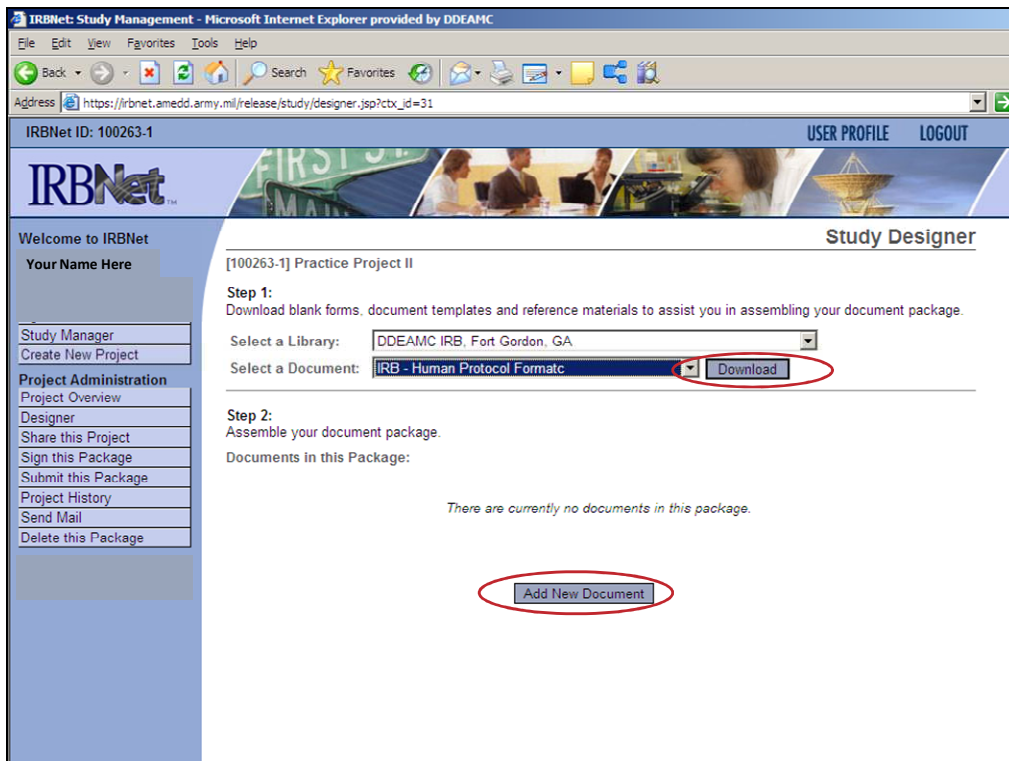
1. If you have not used IRBNet previously to create a project, your screen after sign in should look like this. However, if a project has been shared with you by someone, that project will appear on this screen. Click on “Create New Project” to begin.

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”



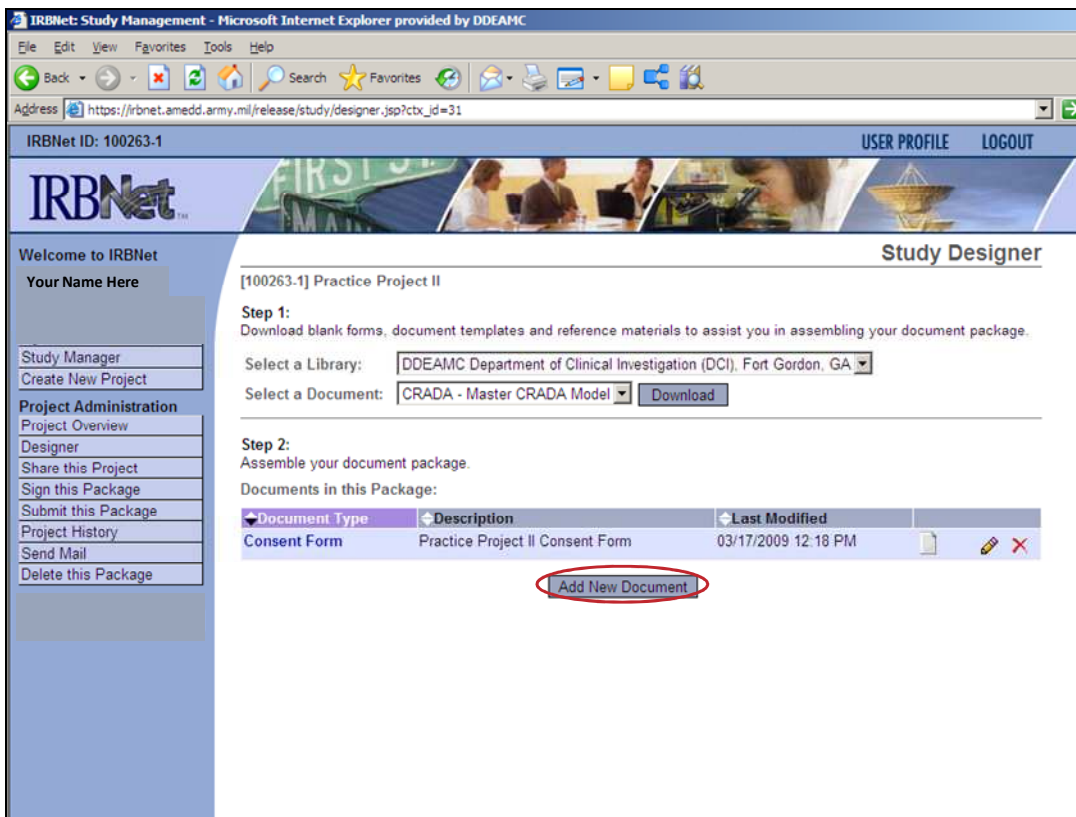
4. When required documents are completed and you are ready to add / attach them to your project, click on “Add New Document”.

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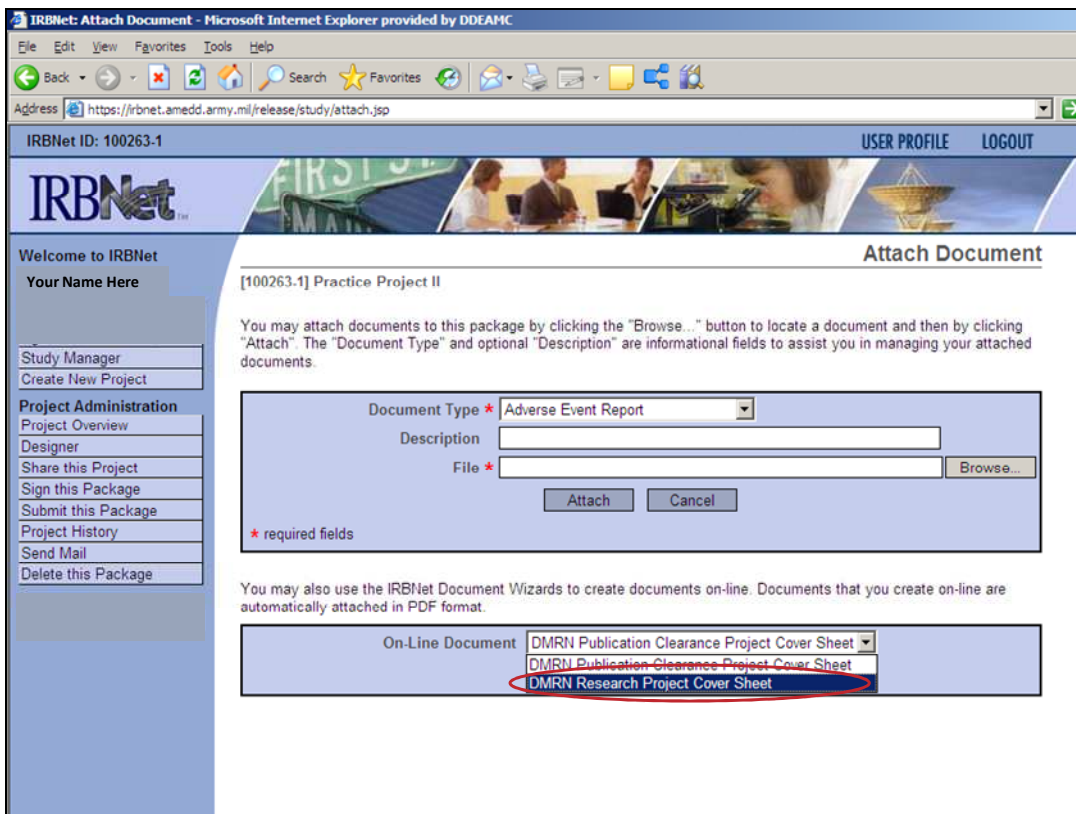
5. Use drop down box arrow to select “Document Type”.

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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The screenshot shows the IRBNet Document Wizard interface in Microsoft Internet Explorer. The browser address bar shows the URL: <https://irbnet.amedd.army.mil/release/study/wizard.do>. The page title is "IRBNet ID: 100263-1" and "USER PROFILE LOGOUT". The main heading is "IRBNet Document Wizard" and the sub-heading is "DMRN Research Project Cover Sheet - [100263-1] Practice Project II". The "Jump To:" dropdown menu is set to "General Instructions" with a "Jump" button next to it. The "General Instructions" section contains the following text: "The Defense Medical Research Network Research Project Cover Sheet must be completed for every research project. (Note that for each Publication Clearance submissions you must complete the Defense Medical Research Network Publication Clearance Project Cover Sheet.) Your form is automatically saved as you step through the wizard, so you may leave the wizard and return later to make changes or complete the form as necessary. If you have questions regarding this form or the information you are required to provide please contact your local Coordinator or help desk. Help desk information for your site is available on the DMRN Home Page." At the bottom of the instructions are three buttons: "Save and Exit", "Preview", and "Next". The "Next" button is circled in red.

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

The screenshot shows the IRBNet Document Wizard interface in Microsoft Internet Explorer. The browser address bar shows the URL: <https://irbnet.amedd.army.mil/release/study/wizard.do>. The page title is "IRBNet ID: 100263-1" and "USER PROFILE LOGOUT". The main heading is "IRBNet Document Wizard" and the sub-heading is "DMRN Research Project Cover Sheet - [100263-1] Practice Project II". The "Jump To:" dropdown menu is set to "PI Information" with a "Jump" button next to it. The "PI Information" section contains the following text: "Please provide the following information for Principal Investigator Bob Sample." Below this is the "PI Email Address" section with the text: "Please provide the AKO/DKO Email Address of the Principal Investigator. The AKO/DKO Email Address is required for tracking purposes. If the Principal Investigator does not have an AKO/DKO Email Address then enter their primary email address." A text input field contains "bob.sample@us.army.mil". Below this is the "PI Affiliation" section with a dropdown menu set to "Military - Army". Below this is the "PI Affiliation - Other" section with the text: "If you have indicated an Affiliation of 'Other' please describe." and an empty text input field. At the bottom right of the page, there is a yellow box with the text "Complete page and click next" and a large red arrow pointing downwards.

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

Research Protocol Submission Instructions Using IRBNet

IRBNet ID: 100263-1

USER PROFILE LOGOUT

Welcome to IRBNet
Your Name Here

Study Manager
Create New Project

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Project History
Send Mail
Delete this Package

IRBNet Document Wizard

DMRN Research Project Cover Sheet - [100263-1] Practice Project II

Jump To: Team Members Jump

Team Members

Please provide the following information for each member of the project team.

X Team Member 1

Team Member Project Role

Associate Investigator
Associate Investigator
Medical Monitor
Research Coordinator
Other Team Member

Team Member First Name

Team Member Last Name

Team Member Degrees

If no Team members use red X to delete

Continue to complete all pages and click next until wizard is complete

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”.

IRBNet ID: 100263-1

USER PROFILE LOGOUT

Welcome to IRBNet
Your Name Here

Study Manager
Create New Project

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Project History
Send Mail
Delete this Package

IRBNet Document Wizard

DMRN Research Project Cover Sheet - [100263-1] Practice Project II

Jump To: Form Complete Jump

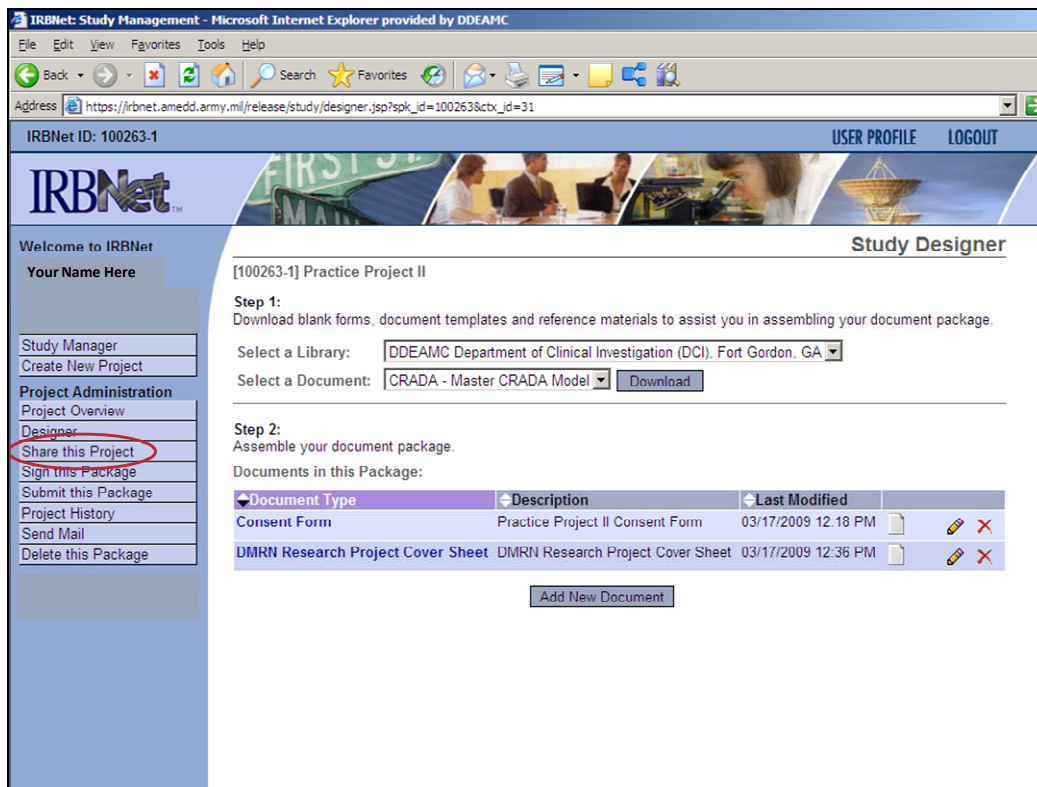
Form Complete

Thank you for completing the Defense Medical Research Network Research Project Cover Sheet

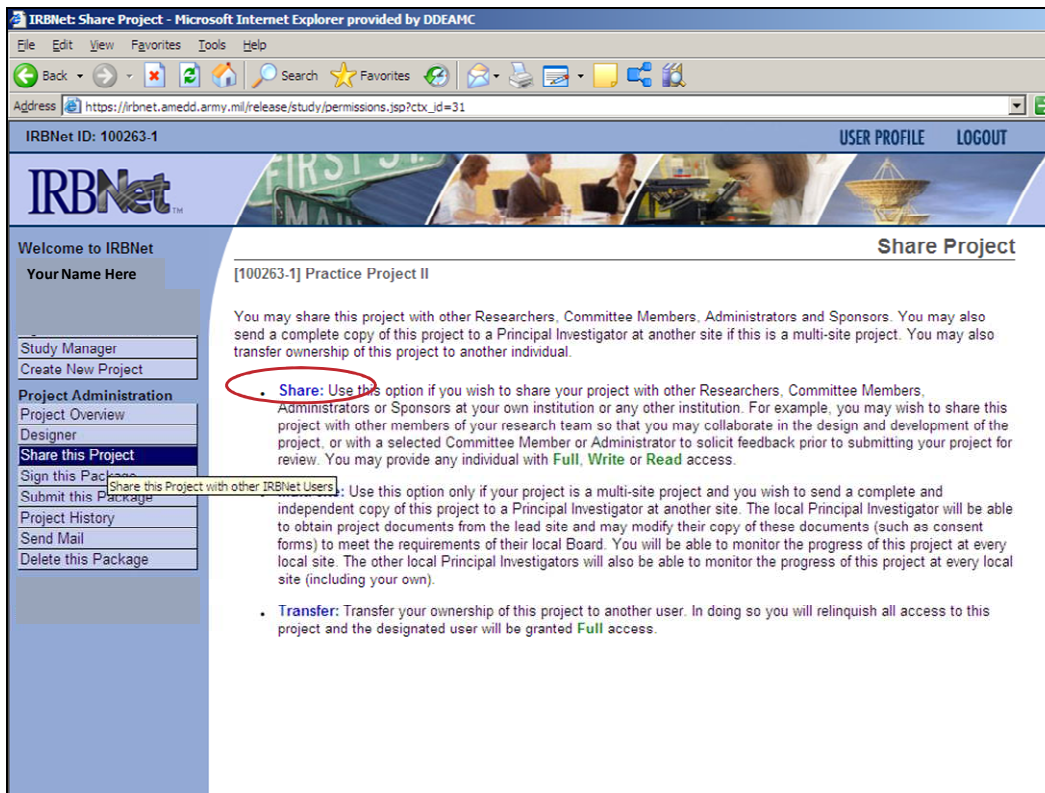
Save and Exit Preview Previous

12. When Form is complete click on “Save and Exit”

Research Protocol Submission Instructions Using IRBNet

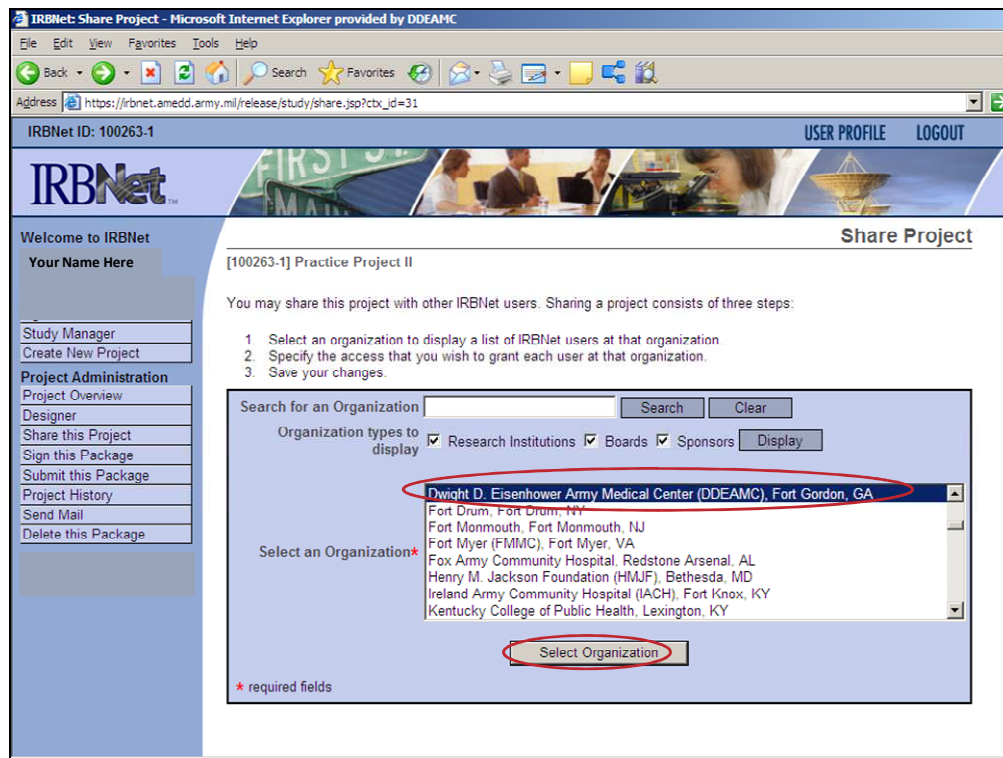


13. This returns you to the “Study Designer” page where you may add any additional documents being submitted for review or if project is complete may choose to click “Share this Project” to send to any other IRBNet users for review, approval, signature, etc. (All projects submitted require Department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

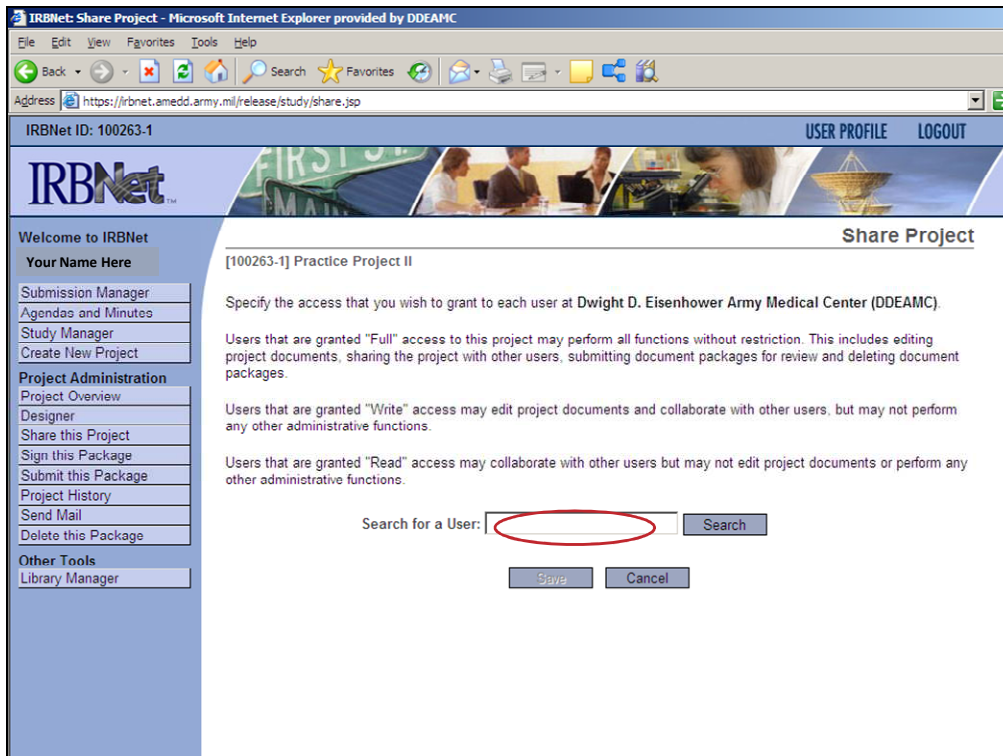


14. Click “Share”.

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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>

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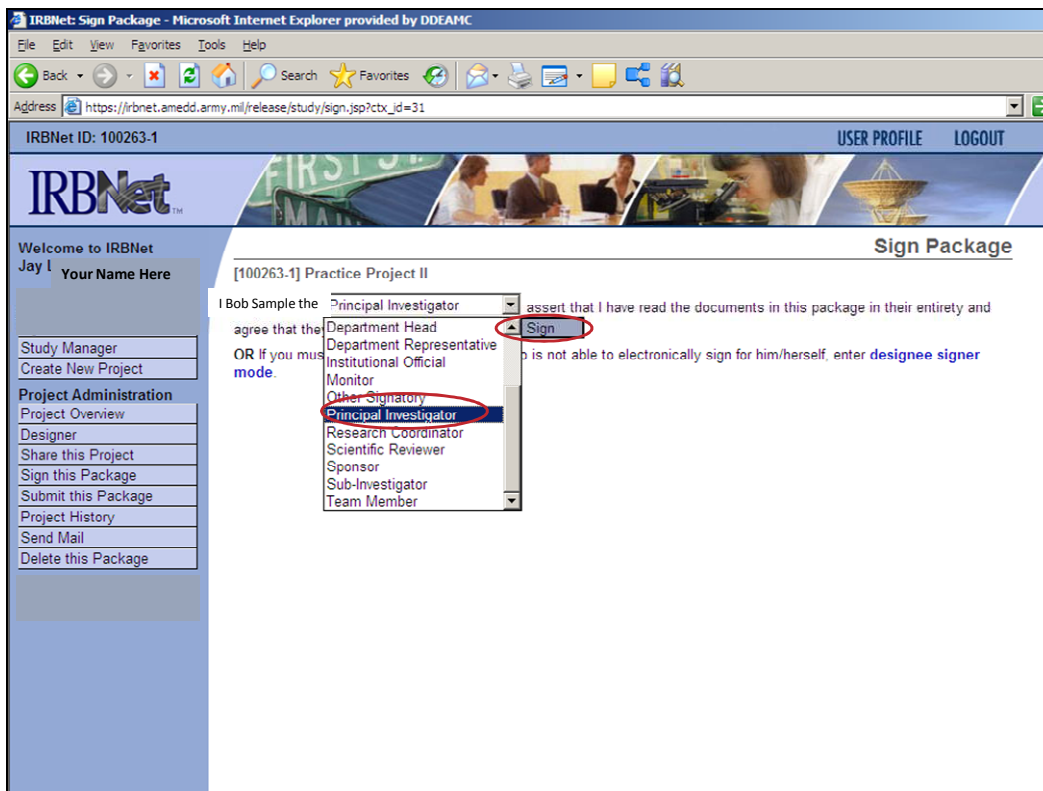
The screenshot shows the IRBNet 'Share Project' interface. The browser address bar indicates the URL: <https://irbnet.amedd.army.mil/release/study/share.jsp>. The page title is 'Share Project' and the IRBNet ID is 100263-1. The main content area is titled '[100263-1] Practice Project II' and contains instructions on how to grant access to users at Dwight D. Eisenhower Army Medical Center (DDEAMC). It lists three permission levels: Full, Write, and Read, with corresponding descriptions of what each level allows. Below the text is a search box for users and a table with columns for 'IRBNet User' and 'Permission Access'. The 'Permission Access' column has radio buttons for 'Full', 'Write', 'Read', and 'No Access'. The 'Write' and 'Read' options are circled in red. The 'IRBNet User' column shows a list of users, with 'Last, First' visible.

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

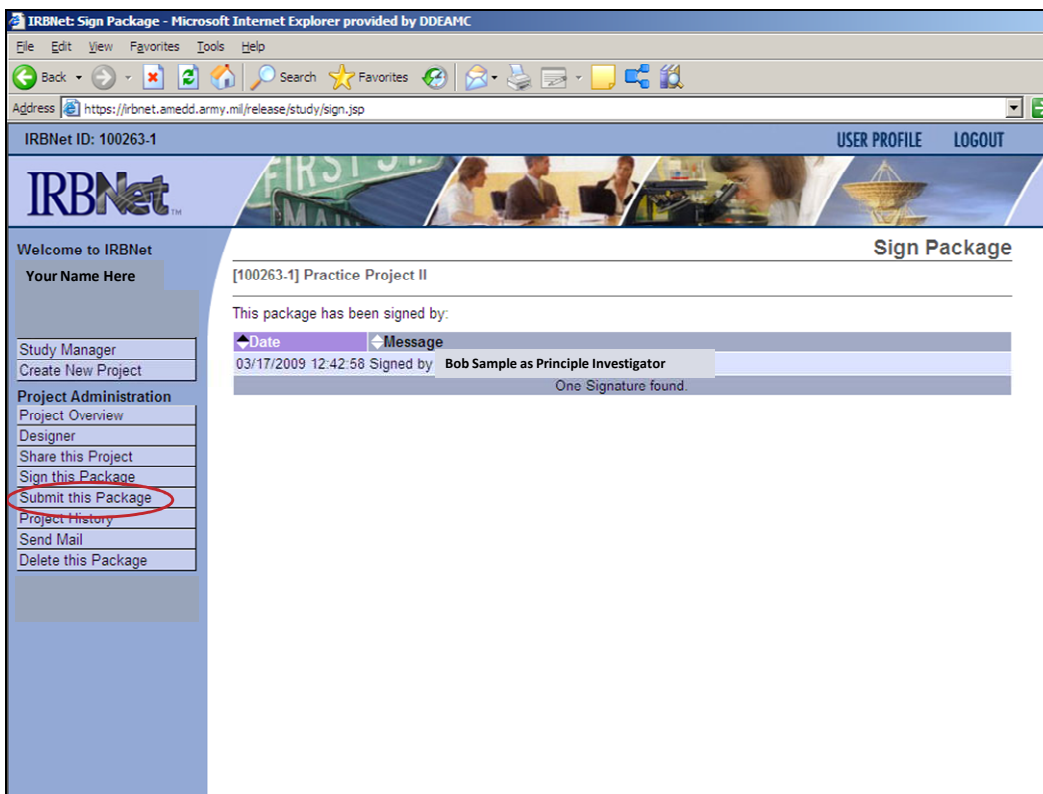
The screenshot shows the IRBNet 'Share Project' interface. The browser address bar indicates the URL: https://irbnet.amedd.army.mil/release/study/permissions.jsp?ctx_id=31. The page title is 'Share Project' and the IRBNet ID is 100263-1. The main content area is titled '[100263-1] Practice Project II' and contains instructions on how to share the project with other researchers, committee members, administrators, and sponsors. It lists three options: Share, Multi-site, and Transfer, with corresponding descriptions of what each option allows. The 'Share this Project' button in the left sidebar is circled in red. Below the text is a table with columns for 'User Name', 'Organization', and 'Access Type'. The table shows a user named 'Last, First' from 'Dwight D. Eisenhower Army Medical Center (DDEAMC), Fort Gordon, GA' with 'Read' access. A yellow box below the table says 'Shared users will show up here'.

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.

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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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The screenshot shows the IRBNet 'Submit Package' interface. The browser title is 'IRBNet: Submit Package - Microsoft Internet Explorer provided by DDEAMC'. The address bar shows 'https://irbnet.amedd.army.mil/release/study/submit.jsp?ctx_id=31&mode='. The page header includes 'IRBNet ID: 100263-1', 'USER PROFILE', and 'LOGOUT'. The main content area is titled '[100263-1] Practice Project II' and contains the text: 'IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.' Below this text is a form titled 'Please select a Board:' with a search box containing 'DDEAMC Department of Clinical Investigation (DCI), Fort Gordon, GA'. A dropdown menu is open, listing several organizations: 'DDEAMC IACUC, Fort Gordon, GA', 'DDEAMC IRB, Fort Gordon, GA', 'NNMC Publication Clearance, Bethesda, MD', 'NNMC Responsible Conduct of Research Service (RCRS), Bethesda, MD', 'WRAMC CRADA Review Committee (CRC), Washington, DC', 'WRAMC Department of Clinical Investigation (DCI), Washington, DC', and 'WRAMC Publication Clearance (PubC), Washington, DC'. The 'Continue' button is circled in red.

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".

The screenshot shows the IRBNet 'Submit Package' interface. The browser title is 'IRBNet: Submit Package - Microsoft Internet Explorer provided by DDEAMC'. The address bar shows 'https://irbnet.amedd.army.mil/release/study/submit.jsp'. The page header includes 'IRBNet ID: 100263-1', 'USER PROFILE', and 'LOGOUT'. The main content area is titled '[100263-1] Practice Project II' and contains the text: 'The following IRBNet users at DDEAMC Department of Clinical Investigation (DCI) will be automatically notified of your submission:'. Below this text is a form with a 'Submission Type:' dropdown menu set to 'New Project'. A dropdown menu is open, listing several submission types: 'Adverse Event', 'Close/Final Report', 'Continuing Review/Renewal', 'Modification/Amendment', 'New Project', 'Other', 'Publication', 'Reportable Event (Non-AE)', 'Response/Follow-Up', and 'Revision'. The 'New Project' option is circled in red. The 'Submit' button is also circled in red.

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

Research Protocol Submission Instructions Using IRBNet

The screenshot shows a web browser window titled "IRBNet: Share Project - Microsoft Internet Explorer provided by DDEAMC". The address bar shows the URL "https://irbnet.amedd.army.mil/release/study/share.jsp". The page header includes "IRBNet ID: 100245-1" and "USER PROFILE LOGOUT". The main content area displays a "Submission Confirmation - [100263-1] Practice Project II" message. A red oval highlights the text "This package has been successfully submitted for review." Below this, it states "Submitted by Bob Sample to Protocol Coord. DEAMC Department of Clinical Investigation (DCI), Fort Gordon, GA on 03/10/2009." and "These users will automatically receive notification of this submission." A link "Return to the Project Overview." is provided. The left sidebar contains a navigation menu with options like "Study Manager", "Project Administration", and "Share this Project". The footer includes "Copyright © 2002-2009 Research Dataware. All Rights Reserved." and a "trusted sites" icon.

IRBNet ID: 100245-1

USER PROFILE LOGOUT

Submit Package

Welcome to IRBNet
Your Name Here

Submission Confirmation - [100263-1] Practice Project II

This package has been successfully submitted for review.

Submitted by Bob Sample to Protocol Coord. DEAMC Department of Clinical Investigation (DCI), Fort Gordon, GA on 03/10/2009.

These users will automatically receive notification of this submission.

Return to the [Project Overview](#).

Study Manager
Create New Project
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Project History
Send Mail
Delete this Package

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Done trusted sites

23. Package is now complete.