

MSSU IRBNet and CITI Training

Missouri Southern State University Institutional Review Board

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Abstract

This is the training document to be used by MSSU faculty and student researchers to become familiarized with the IRBNet Human Subjects Application Training system and the CITI Human Subjects Training system. The article contains basic and intermediate functions within IRBNet needed to submit IRB applications. It also shows the user how to register for both IRBNet and CITI. Finally, it shows how to upload CITI training documents to IRBNet. The text is accompanied by example screen shots.

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1 Introduction

IRBNet is a cloud-based suite of electronic tools that will facilitate MSSU's Institutional Review Board (IRB) human subjects research applications. It will also be used to file IACUC applications. It will bring a new level of efficiency to the IRB process and replace paper copies, scanned documents, cumbersome email threads, and manual signatures. This powerful suite of tools allows for the submission of IRB Packages for review, as well the sharing and signing of these packages with groups of colleagues, faculty mentors/advisers, colleagues at external institutions, and the IRB Administrators/Reviewers. IRBNet is easy to use and this document will get users started with the basic platform and some intermediate and advanced functions.

2 New User Registration and Login

New and existing users can get started with IRBNet by navigating to the following URL: <https://www.irbnet.org/release/index.html>. Figure 1 presents you with a screen shot for the login page. If you are a New User, simply click on *New User Registration* and provide the necessary information. Figure 2 shows the *Registration* page. Enter your first and last name, create a user name and password, confirm your password, and create a password hint. Once you select "Continue," you will be prompted to select your organization. You can search for Missouri Southern State University using the search box or scroll down and select MSSU from the organization list. Figure 3 shows the page where you will select your organization. When you click "Continue" again, you will be prompted for your contact information. You should use your MSSU email address. Figure 4 shows the Contact Information page. When logged into the system you will be brought to the *My Projects* page, which is the default display page on login. Once you have completed the new user registration you will be ready to begin submitting packages to IRBNet.

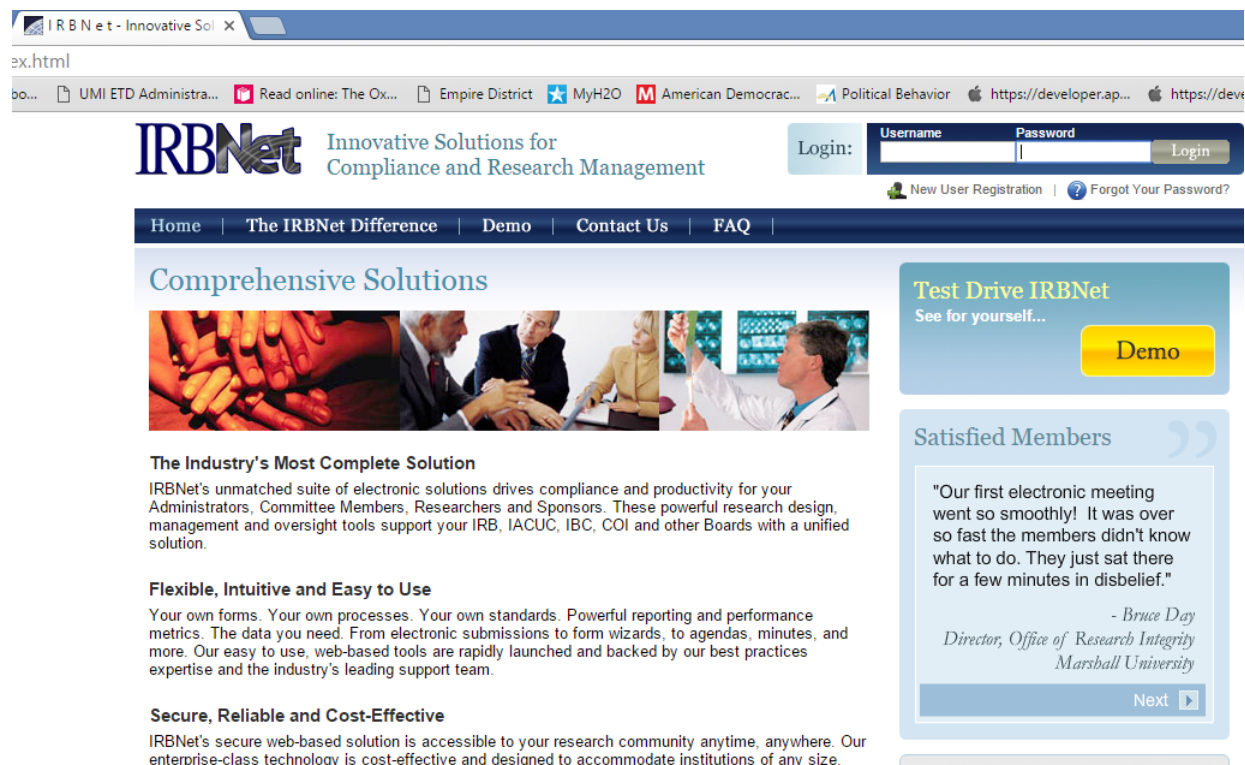
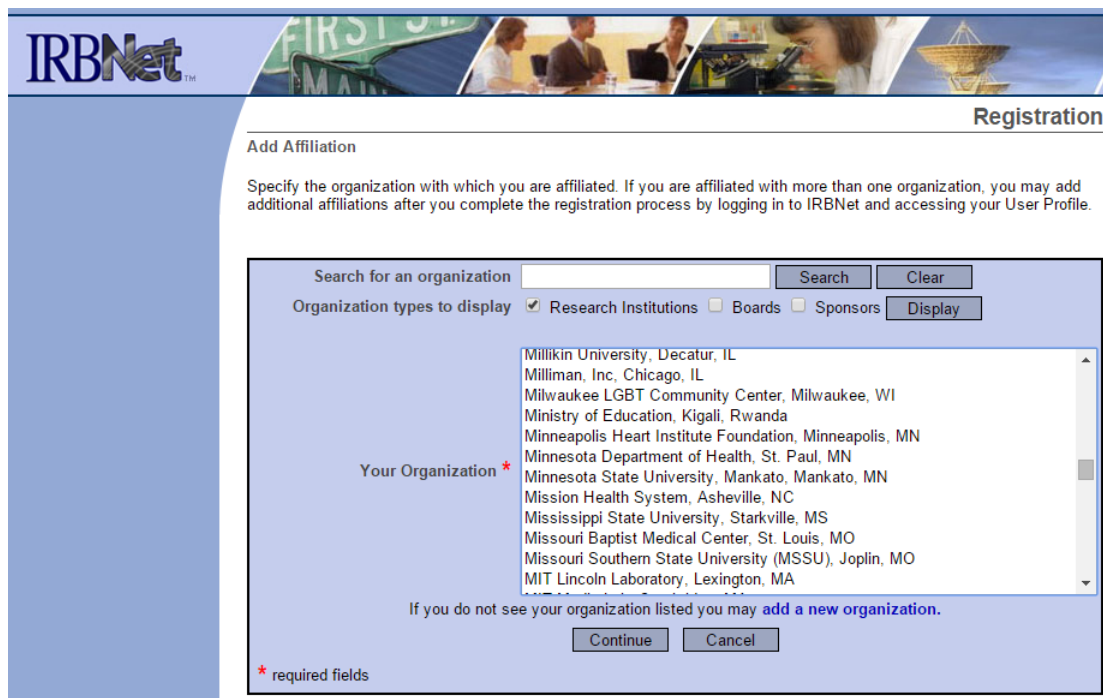


Figure 1: User Registration and Login Page

The screenshot shows the "New User Account Information" form on the IRBNet website. The form is titled "Registration" and includes the following fields: "First Name", "Last Name", "Username", "Password", "Confirm Password", and "Password Hint". Each field has a red asterisk indicating it is required. There are "Continue" and "Cancel" buttons at the bottom of the form. A note at the bottom left states "* required fields". The form is set against a light blue background with a header image showing people in a meeting.

Figure 2: New User Registration



The screenshot shows the 'Add Affiliation' step of the IRBNet registration process. At the top, there's a banner with the IRBNet logo and a collage of images. Below the banner, the page title 'Registration' is on the right. The main heading is 'Add Affiliation'. A paragraph explains that users specify their organization and can add more after logging in. The form includes a search bar with 'Search' and 'Clear' buttons, and checkboxes for 'Research Institutions' (checked), 'Boards', and 'Sponsors', with a 'Display' button. A list of organizations is shown, with 'Your Organization' marked with a red asterisk. The list includes Millikin University, Milliman, Inc., Milwaukee LGBT Community Center, Ministry of Education, Minneapolis Heart Institute Foundation, Minnesota Department of Health, Minnesota State University, Mission Health System, Mississippi State University, Missouri Baptist Medical Center, Missouri Southern State University (MSSU), and MIT Lincoln Laboratory. A link to 'add a new organization' is provided if the user's organization is not listed. 'Continue' and 'Cancel' buttons are at the bottom. A red asterisk indicates required fields.

IRBNet

Registration

Add Affiliation

Specify the organization with which you are affiliated. If you are affiliated with more than one organization, you may add additional affiliations after you complete the registration process by logging in to IRBNet and accessing your User Profile.

Search for an organization

Organization types to display ☒ Research Institutions ☐ Boards ☐ Sponsors

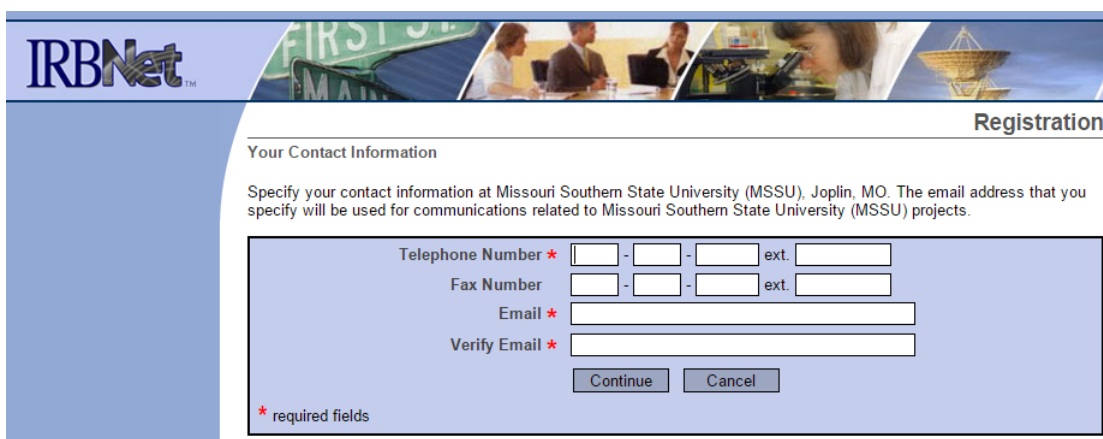
Your Organization *

- Millikin University, Decatur, IL
- Milliman, Inc, Chicago, IL
- Milwaukee LGBT Community Center, Milwaukee, WI
- Ministry of Education, Kigali, Rwanda
- Minneapolis Heart Institute Foundation, Minneapolis, MN
- Minnesota Department of Health, St. Paul, MN
- Minnesota State University, Mankato, Mankato, MN
- Mission Health System, Asheville, NC
- Mississippi State University, Starkville, MS
- Missouri Baptist Medical Center, St. Louis, MO
- Missouri Southern State University (MSSU), Joplin, MO
- MIT Lincoln Laboratory, Lexington, MA

If you do not see your organization listed you may [add a new organization](#).

* required fields

Figure 3: Select Your Institution



The screenshot shows the 'Your Contact Information' step of the IRBNet registration process. It follows the same banner and layout as Figure 3. The heading is 'Your Contact Information'. A paragraph explains that users specify their contact information at Missouri Southern State University (MSSU), Joplin, MO, and that the email address will be used for communications. The form includes fields for 'Telephone Number', 'Fax Number', 'Email', and 'Verify Email', each with a red asterisk. The telephone and fax fields have separate boxes for area code, number, and extension. 'Continue' and 'Cancel' buttons are at the bottom. A red asterisk indicates required fields.

IRBNet

Registration

Your Contact Information

Specify your contact information at Missouri Southern State University (MSSU), Joplin, MO. The email address that you specify will be used for communications related to Missouri Southern State University (MSSU) projects.

Telephone Number * - - ext.

Fax Number - - ext.

Email *

Verify Email *

* required fields

Figure 4: Contact Information

Welcome to IRBNet
Nicholas Nicoletti

My Projects
Create New Project
My Reminders (6)

Other Tools
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 4 of 4 10

Create and Manage Tags | Show Archived Projects (0) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
54587-1	the effects of x on y	welsh	New Project	Approved with Conditions	11/25/2015
54571-1	Sample	Test	Work in progress (Not submitted)		
54564-1	New Project PI SIGNATURE ...	Van De Mark	New Project	Withdrawn	11/20/2015
54552-2	Neuroplasticity Study	Swanson	Amendment/Modification	Pending Review	

1 - 4 of 4 10

Figure 5: My Projects

3 Basic Package Creation and Design

Once you are logged into the system you can complete a variety of tasks, with the most important being package submission. Faculty and student researchers will generally use the same process, but students will be required to secure the digital signature of their faculty mentor/adviser. This means they will need to share the package with their mentor via IRBNet and that the faculty mentor will provide a digital signature after reviewing the necessary items. Both the faculty member and the student must be a registered MSSU IRBNet user for packages to be properly shared.¹ Of course, it is also possible to share packages with members of external institutions. Figure 5 shows what the *My Projects* page looks like once logged into IRBNet.

User's will use the tabs at the left-hand side of the screen navigate to the system. The first tab, labeled *My Projects*, is the default page. As you can see in Figure 5, a list of your projects appears in the window with an IRBNet ID number, the project title, the principal investigator, the submission type, the board action, and the effective date. Notice that three of the four projects have a lock symbol (🔒) next to the effective date. Once a project has been

¹See the Sharing a Project and Package Signature sections for more information on this process.

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Nicolas Nicoletti

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: Missouri Southern State University (MSSU), Joplin, MO

Title: * Test Project for Training

Local Principal Investigator: First Name: * Nicholas Last Name: * Nicoletti Degree(s): Ph.D.

Keywords: Training, IRBNet, Test Project

Sponsor:

Internal Reference Number:

You may specify an internal account number, billing identifier or reference number for this project.

Continue Cancel

* required fields

Figure 6: Creating a New Project

submitted to the IRB it is locked and cannot be unlocked until an IRB administrator unlocks the package. Moreover, each time a package is submitted, that package permanently resides in the system. Projects and packages can be updated; however, updating a package will create new versions of your documents in the package time-line, so that all documents are conserved and a digital paper trail permanently exists. You may also add new documents to a package once it is unlocked.

To submit a new project click on the *Create New Project* tab on the left-hand side of the screen. As you can see in Figure 6, you will be taken to the *Project Information* page where you will need to fill in the necessary information - inputs with an * are required fields. You will need to provide the Title of your project, your first and last name, any keywords you want to assign for quick lookup, and your sponsor if applicable. Student researchers should indicate their faculty mentor/adviser in the *Sponsor* section.

The next page will be the *Project Designer* page. There are several options here. First, it will ask you to select a Library from the drop-down menu, as shown in Figure 7. The default Library is the MSSU IRB. Eventually, the system will also add the IACUC Library. Most researchers will need the MSSU IRB Library. The next drop-down menu contains the important documents you will need to download in order to complete your IRB application.

IRBNet ID: 861843-1 USER PROFILE LOGOUT

Welcome to IRBNet
Nicolas Nicoletti **Designer**

[861843-1] Test Project for Training

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: ▼

Select a Document:

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Documents in this Package:

There are currently no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

Figure 7: Downloading Documents

Figure 8 shows the various documents for download. There are currently 3 documents: (1) The Checklist for exempt IRB, (2) Informed Consent Checklist, and (3) IRB Application. The primary document you will need to submit is the *IRB Application*. This is a fillable PDF document that contains all the necessary questions and information the IRB needs to process your application. Download this form, fill it out in-full, and then upload the completed document to IRBNet. When you upload documents you are creating a *Package*, that reside under your new *Project* within the system. *Projects* can contain multiple packages, especially if the IRB asks for amendments to the original package. If you look at Figure 7, you will see the “Add New Document” button. Once you have completed the IRB application, you will use this section to upload your documents. In addition to the IRB Application, you should upload your *Informed Consent Checklist*. The *Checklist for exempt IRB review* only needs to be submitted if you are submitting your package for exempt review.

The next step is to attach your documents. Figure 9 shows the *Attach Document* screen. The Document type is a drop-down menu. When you click on the menu, a list of documents will appear. Choose the proper document type, give that document a description, and then choose the document you want to upload by clicking “Choose File.” Once you see the name of the file next to the “Choose File” button, click “Attach” to submit the file. Notice in Figure

[861843-1] Test Project for Training

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

Select a Document:

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Documents in this Package:

There are currently no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

Figure 8: MSSU Documents for Download

Attach Document

[861843-1] Test Project for Training

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type *



Description

File *

* required fields


Figure 9: Attaching a Document

9, that I have chosen the "Application" form from the drop-down menu. I have also given the submission a description stating, "IRB Application form for Test Project." Finally, you can see that I have uploaded a PDF file named "IRB Application" to the system. The only thing left to do is click "Attach" and the document will be uploaded.

As you can see in Figure 10, my document is now attached to the package. Continue to attach documents until your package contains all the necessary files for review. If you submit a package without the necessary files, the IRB Administrator will notify you via email that your package is incomplete and you will need to edit the package. Once a document has been submitted, there are a few options in the system. You may view the document by clicking on the  button. This button will download the file to your computer and you will be able to open it in the folder in which your computer places downloads. You may also edit what files you have uploaded to the system by clicking on the  button. This button will take

The screenshot shows the IRBNet Designer interface. At the top, the header includes 'IRBNet ID: 861843-1', 'USER PROFILE', and 'LOGOUT'. The left sidebar contains a 'Welcome to IRBNet' message for Nicolas Nicoletti and a menu with options like 'Submission Manager', 'Agendas and Minutes', 'My Projects', 'Create New Project', 'My Reminders', 'Project Administration' (with sub-options like 'Project Overview', 'Designer', 'Share this Project', etc.), and 'Other Tools'. The main content area is titled '[861843-1] Test Project for Training' and shows 'Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.' It includes dropdowns for 'Select a Library' (Missouri Southern State University (MSSU) IRB, Joplin, MO) and 'Select a Document' (Checklist for exempt IRB review), with a 'Download' button. 'Step 2' instructions follow, and a table lists documents in the package, including an 'Application Form' for the 'Test Project' last modified on 01/27/2016. At the bottom, a message states 'There are no Training & Credentials records linked to this package.' with a link to 'Link / Un-Link Training Records' and an 'Add New Document' button.

Figure 10: Designer Page Post-Document Attachment

you back to the screen in Figure 9, where you can upload a new document in place of the previous one. Finally, you can delete a document by clicking on the  button.

There is one more step to complete before you can submit the package. You need to link your Human Subjects training report to the package so that the MSSU IRB can verify that you have completed the necessary requirement. Refer to Figure 10. At the bottom of the screenshot you will see that it states, “There are no Training and Credentials records linked to this package.” Next to that sentence there is a link that reads, “Link/Unlink Training Records.” To link your training to your package click on this link. If you have properly uploaded your Training Report to your IRBNet profile² you will see the list of training documents you have already placed in the system. Click on the one you want to link to your package and click Save. This will allow the IRB to see your training credentials within your new package.

When you are finished uploading all your documents it is time to submit the package for your project. Notice in Figure 7, that the left-hand tab options have changed once you start a new project. The page now displays the *Project Administration* menu. There are several things you can do with the newly created package before its submission. The next few sections will explain each of these options. Let’s start with a commonly needed tool for student research, the *Share this Project* tool.

²See Section 8: Uploading CITI Report to IRBNet for more information.

IRBNet ID: 861843-1

USER PROFILE LOGOUT

Welcome to IRBNet
Nicolas Nicoletti

Share Project

[861843-1] Test Project for Training

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

Figure 11: Sharing a Project

4 Sharing a Project

To share a project with a colleague, faculty mentor/adviser, or even a student group, click on the *Share this Project* tool. Figure 11 shows the *Share Project* page. As you can see there are three options: (1) Share, (2) Multi-Site, and (3) Transfer. The option that you will most likely need is the *Share* option. This option is used to “share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution.” The *Multi-Site* option is only used if “your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site.” The *Transfer* option is only used to “transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted Full access.” The *Share* option is the one you want for sharing research with other members of IRBNet at MSSU. Remember, in order to share a project the other researchers/sponsors/advisers/mentors will also need to be a registered IRBNet user. This option can also be used if students plan to work on the project as a group.

Once you have clicked on the *Share* option you will be brought to the page in Figure 12, where you will need to select an organization/institution. Select MSSU and click “Select Organization” to continue.³ Next the system will present you with a list of names in the

³You may also search for any other institution if you are planning collaborative work with colleagues at other


MSSU IRBNet system; this is shown in Figure 13. Notice that there are four levels of “Access Type” in the system: (1) Full, (2) Write, (3) Read, and (4) No Access. These levels are defined as follows:

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted “Read” access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- **Read:** Users that are granted “Read” access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- **Write:** Users that are granted “Write” access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- **Full:** Users that are granted “Full” access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

You may also choose to give comments to those who you are sharing the project with. This is also where students will choose to give access to their faculty mentors/advisers. The decision on which access type is left up to the professor/student. However, in order for a faculty member to sign the package, they must have “Read” Access at the very least. Most faculty mentors/advisers will probably desire “Full” access to assist with IRB Applications. Once you select the people to share with, they will always appear within the *Share Project* page as seen in Figure 14. These individuals will receive an email notifying them that they now have access to your project. Figure 15 is an example of what the recipient will receive.

universities. This is great for co-authored research projects.

IRBNet ID: 861843-1 USER PROFILE LOGOUT



Welcome to IRBNet
Nicolas Nicoletti

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- My Reminders

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History
- Messages & Alerts

Other Tools

- Forms and Templates

Share Project

[861843-1] Test Project for Training

You may share this project with other users. Sharing a project consists of three steps:

1. Select an organization to display a list of users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization Search Clear

Organization types to display ☒ Research Institutions ☐ Boards ☐ Sponsors Display

Select an Organization*

Minneapolis Heart Institute Foundation, Minneapolis, MN
Minnesota Department of Health, St. Paul, MN
Minnesota State University, Mankato, Mankato, MN
Mission Health System, Asheville, NC
Mississippi Baptist Medical Center, Jackson, MS
Mississippi State University, Starkville, MS
Missouri Baptist Medical Center, St. Louis, MO
Missouri Southern State University (MSSU), Joplin, MO

Select Organization

* required fields

Figure 12: Choose Your Institution

User	Access Type			
Adamopoulos, Anthony	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Adongo, Jonathan	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Ayton, Grace	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Cole, Casey	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Cole, Amy	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Corcoran, Chrys	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Cullers, Andrea	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Delehanty, William	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Dennis, Jennifer	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Hackett, Holly	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Howarth, Michael	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Huffman, Loreen	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kostan, Karen	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
McDermid, Robert	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
McGrane, Wendy	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Moos, Chris	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Schlink, Gerald	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Smith, Steve	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Sweeney, William	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Tucker, Susan	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Welsh, Josephine	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Williams, Angela	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
22 Users found, displaying all Users.				

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

Your Comments

Save

Cancel

Figure 13: Choose Your Collaborators

IRBNet ID: 861843-1 USER PROFILE LOGOUT

Welcome to IRBNet
Nicolas Nicoletti

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- My Reminders
- Project Administration**
 - Project Overview
 - Designer
 - Share this Project
 - Sign this Package
 - Submit this Package
 - Delete this Package
 - Send Project Mail
 - Project History
 - Messages & Alerts
- Other Tools**
 - Forms and Templates

Share Project

[861843-1] Test Project for Training

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

User Name	Organization	Access Type
Nicholas Nicoletti	SUNY University at Buffalo, Buffalo, NY	Full

Figure 14: The Share Page with Shared Projects

IRBNet Project Access Inbox x

Nicholas Nicoletti <no-reply@irbnet.org>
to me ▾

Please note that Nicolas Nicoletti has granted you access to the following project on IRBNet:

Project Title: [861843-1] Test Project for Training
Principal Investigator: Nicholas Nicoletti, Ph.D.

Message from Nicolas Nicoletti:

Test

Should you have any questions you may contact Nicolas Nicoletti at nicoletti-n@mssu.edu.

Thank you,
The IRBNet Support Team

www.irbnet.org

Figure 15: Share Email

Once the project is shared, users can collaborate and sign packages. Package signatures are very important for the MSSU campus as faculty mentors/advisers must sign a package for a student prior to submission. It is important to note that, once shared, signing a package works the same way for both the principal investigator and whoever else need to sign it. In the case of student research, both the faculty member and the student must sign the package. The next section explains package signatures.

5 Package Signature

In order to sign the package click on *Sign this Package* in the *Project Administration* menu. Figure 16 shows the *Sign Package* page. Notice there is a drop-down menu after where it states, "I Your Name, as..." This is where you choose your role in the project. In the example I have chosen "Principal Investor," but you can also choose "Sponsor," "Team Member," or "Advisor." Faculty mentors/advisers will choose "Advisor" when they sign the package. The student would choose "Principal Investigator." There is also a *Signature Designee Mode* where someone may sign on behalf of another person. To use this feature click on "switch to Designee Signature Mode" shown below the "Sign" button in Figure 16. This feature may be needed in rare circumstances, but the traditional signature mode will be adequate for most needs on the MSSU campus. In order for your signature to be processed you will be required to submit your login credentials to IRBNet again in a pop-up window. Your digital signature is equivalent to your traditional signature.

Once the package is signed, the *Sign Package* page will list everyone who has signed the package, as can be seen in Figure 17. The system will also send an email to all users who share that package letting them know it has been signed. Once the project has been signed by everyone required to do so, it is time to submit the package to MSSU's IRB. The next section shows how to submit the package.

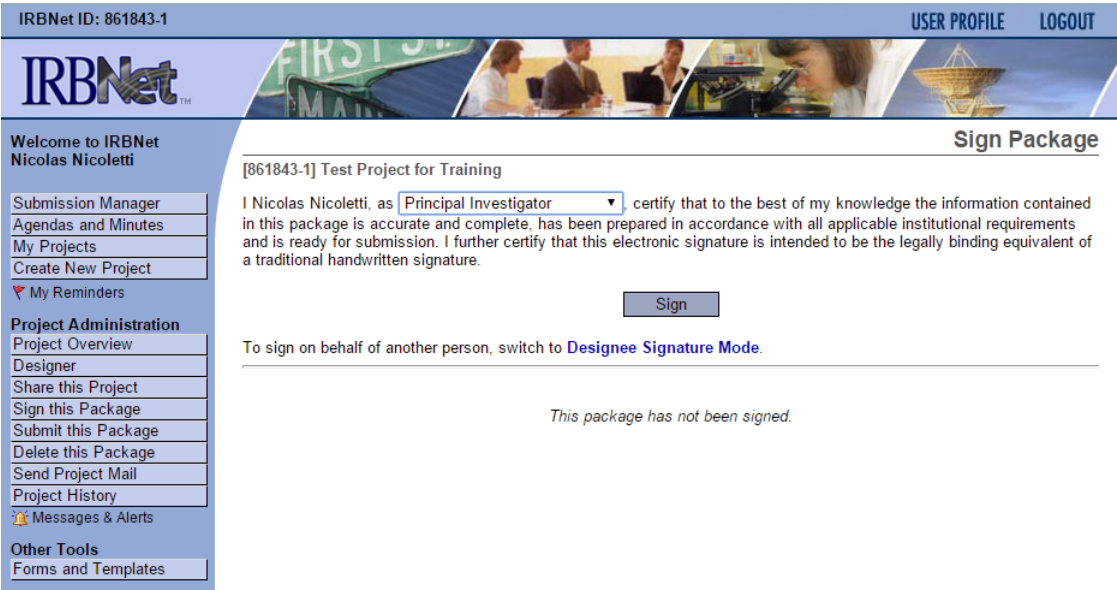


Figure 16: Sign the Package

This package has been signed by:

Date	Signed By	Role	
01/27/2016 12:06 PM	Nicolas Nicoletti	Principal Investigator	Details

Figure 17: List of Signatories

IRBNet ID: 861843-1 USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Nicolas Nicoletti

Submit Package

[861843-1] Test Project for Training

IRBNet supports multiple models of review. Using the "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.

Please select a Board:

Search for an Organization

☒ Only show My Default Boards

- Missouri Southern State University (MSSU) IACUC, Joplin, MO
- Missouri Southern State University (MSSU) IRB, Joplin, MO

Select a Board *

* required fields

Figure 18: Submitting the Package

6 Submitting a Package

To submit a package click on the *Submit this Package* tool within the *Project Administration* menu. Figure 18 shows the *Submit Package* page. notice you need to select a board for submission. Both the MSSU IRB and IACUC boards are listed. Choose the proper board and click continue. Figure 19 shows the final screen before submission. You are required to choose a submission type from the drop-down menu. I have chosen new project, but there are other submission types such as, Amendment/Modification, Closure/Final Report, Publication, and many more. Choose the proper type and then click "Submit." You may also give the IRB some comments on the package before submission. Once you click "Submit," your project will then appear in the *My Projects* page (see Figure 5) and it will say "Pending Review." The Board Action will be updated as the project progresses through the system. Figure 20 shows the Submission Confirmation page once complete.

Once submitted the package will be locked and the submitted documents will remain in the system permanently. You will also not be able to make any changes to the package until it is unlocked by the system Administrator. When you click on an existing project in the system it will display the *Project Overview* page, as seen in Figure 21. This page will show

IRBNet ID: 861843-1

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Nicolas Nicoletti

Submission Manager
Agendas and Minutes
My Projects
Create New Project
▼ My Reminders (1)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
🔔 Messages & Alerts (1)

Other Tools
Forms and Templates

[861843-1] Test Project for Training

Submit Package

The following users at **Missouri Southern State University (MSSU) IRB** will be automatically notified of your submission:

Van De Mark, Janette
Welsh, Josephine

Submission Type: ★ New Project

You may also specify additional comments to be included in this notification.

Your Comments:
This is a test project created for training.

Submit Cancel

Figure 19: Final Submission Screen

Submit Package

Submission Confirmation - [54844-1] ggg

This package has been successfully submitted for review.

Submitted by Nicholas Nicoletti to Mary Administrator; at Missouri Southern State University IRB, Joplin, MO on 01/27/2016.

These users will automatically receive notification of this submission.

Return to the [Project Overview](#).

Figure 20: Confirmation Screen

IRBNet ID: 54552-2 USER PROFILE LOGOUT

Welcome to IRBNet
Nicholas Nicoletti

Project Administration

- My Projects
- Create New Project
- My Reminders (6)
- Project Overview
- Designer
- Sign this Package
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts (1)
- Other Tools
- Forms and Templates

Project Overview

[54552-2] Neuroplasticity Study

You have Write access to this project. [\(Edit\)](#)

Research Institution	Missouri Southern State University, Joplin, MO
Title	Neuroplasticity Study
Principal Investigator	Swanson, Tanya

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/27/2016

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Missouri Southern State University IRB, Joplin, MO			

Package 54552-2 is: Locked Package 2 of 2 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Missouri Southern State University IRB, Joplin, MO	10/23/2015	Amendment/Modification	Pending Review	

Shared with the following users:

User	Organization	Access Type
Beachner, Maggie	Missouri Southern State University, Joplin, MO	Full
Nicoletti, Nicholas	Missouri Southern State University, Joplin, MO	Write
Researcher, Ellen	Missouri Southern State University, Joplin, MO	Full
Researcher, Evan	Missouri Southern State University, Joplin, MO	Read

Figure 21: Project Overview

the status of the project, who it is shared with and their access type, the Board Action, and other details. Notice in Figure 21 the package is locked and displays the symbol. To edit this package you will have to wait until the package is unlocked. You will not be able to add additional documents or update your package until it is unlocked. You will also not be able to delete any packages that have submitted to the system. If you have not submitted the package and you choose to delete it, use the *Delete this Package* tool under the *Project Administration* menu. The system will present you with a warning: “WARNING: Deleted packages cannot be recovered.” If you click “Delete” the package will be completely deleted from the system and you will lose all changes.

It is also important to note that if changes are required, IRBNet keeps a version history. If you are asked to revise and resubmit a new document - for example a new Application Form - you will make the changes and then submit the new form to the system as a new version, which will then be reviewed by the IRB. Notice in Figure 21, on the project overview page, there is a link that reads, “Review Details.” Clicking on that link will bring you to the *Review Details* page, which will include a list of IRB actions on your application. Figure 22 shows

IRBNet ID: 54587-1 USER PROFILE LOGOUT

Welcome to IRBNet
Nicholas Nicoletti

My Projects
Create New Project
My Reminders (7)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts (4)

Other Tools
Forms and Templates

Review Details

[54587-1] the effects of x on y
Missouri Southern State University IRB, Joplin, MO

Submission Details					
Submitted To Missouri Southern State University IRB, Joplin, MO					
Submitted by Bob Researcher					
Submission Date 10/30/2015					
Submission Type New Project					
Local Board Reference Number					

Review Details:

Agenda	Review Type	Board Action	Effective Date	Project Status	Expiration Date
11/25/2015 11:35 AM	Exempt Review	Approved with Conditions	11/25/2015		
11/18/2015 11:38 AM	Administrative Review	Tabled without Action	11/20/2015		

Board Documents:
There are currently no documents from Missouri Southern State University IRB.

Figure 22: Review Details

this page. This page will provide you details such as the review type, a history of the the Board's Action, the status of the project, and the expiration date. This is a the place you will navigate to to see updates on the project with more detail than on the *My Projects* page.

There are several other tools in the *Project Administration* menu. You can *Send Project Mail*, which allows you to send a message to everyone that you have shared the project with within the IRBNet system. You may also look at your *Reviews*. The *Reviews* page will list the Board Action and also give you access to reviewer comments. These comments are important, especially when the application needs to be amended. You will also receive these comments in an email from the MSSU IRB via IRBNet. The last tab is the *Project History* tool which will present the user with a history of the project since its creation in the system. This concludes the basic introduction to the IRBNet system. This document includes all of the most important uses for MSSU faculty and student researchers that will be using the system. The final section will discuss the CITI Training suite and its integration with IRBNet.



Figure 23: CITI Home Page

7 Human Subjects Training with CITI and IRBNet

Researchers dealing with human subjects are required to complete the Collaborative Institutional Training Initiative (CITI) training program. The program is provided by the University of Miami and is widely considered the best human subjects research training in academia. New and existing users can get started with CITI by navigating to the following URL: <https://www.citiprogram.org/>. Figure 23 shows the CITI home page. New users will click on the *Register* link in the upper right-hand corner of the screen. The next step shown in Figure 24 is to choose your affiliation. Just start typing the name of our university and it will appear in the list to be selected. You will then be prompted to fill in your personal information as shown in Figure 25. Once you setup your account you will need to choose what type of training you need to complete. You will be asked a series of questions and based on these answers CITI will present you will the necessary modules. Figure 26 through 30 shows the various questions asked.


Once you have chosen the proper modules for training you will need to complete them in order to achieve the required certificate. Once completed, you will be given a report/certificate

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name 

Missouri Southern State University

Can't find your institution? It may use Single Sign On. [Check here.](#)

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

Continue to Step 2 **Search Again**

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

Continue as Independent Learner (Fees Apply)

Figure 24: Choose you Affiliation

CITI - Learner Registration - Missouri Southern State University

Steps: 1 **2** 3 4 5 6 7

Personal Information

* Indicates a required field.

*** First Name**

*** Last Name**

*** Email Address**

*** Verify email address**

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue to Step 3

Figure 25: Fill in your Information

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- ☐ **Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☒ **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ **Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.
- ☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ **Not at this time.**

Figure 26: Human Subject Research

Question 2

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

Choose one answer

- ☐ Good Clinical Practice Course, US FDA Focus
- ☒ Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).
- ☐ Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / International focus)
- ☐ Not at this time.

Figure 27: Clinical Research

Question 3

Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

- ☐ IPS for Clinicians
- ☒ IPS for Researchers
- ☐ IPS for Students and Instructors
- ☐ IPS for Fundraisers
- ☐ IPS for Marketers
- ☐ I am not required to complete the IPS course at this time.

Figure 28: Information Privacy Security

Question 4

Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- ☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- ☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- ☐ IACUC Community Member
- ☐ Institutional Officials
- ☐ Post-Approval Monitoring (PAM)
- ☐ Antibody Production
- ☐ If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.
- ☐ If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Choose the appropriate species specific electives depending on your work or interests.

- ☐ I work with Frogs, Toads or other Amphibians
- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Rats. Genus: Rattus
- ☐ I work with Hamsters. Family: Muridae

Figure 29: Laboratory Animal Research

Question 5

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer

☐ Biomedical Responsible Conduct of Research Course

☒ Social and Behavioral Responsible Conduct of Research Course

☐ Physical Science Responsible Conduct of Research Course

☐ Humanities Responsible Conduct of Research Course

☐ Responsible Conduct of Research for Engineers

☐ Responsible Conduct of Research for Administrators

☐ Not at this time.

Question 6

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

Choose one answer

☒ Yes

☐ No

Figure 30: Responsible Code of Conduct and Conflicts of Interest

**COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COURSEWORK REQUIREMENTS REPORT***

* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

• **Name:** Nicholas Nicoletti (ID: 2757664)
 • **Email:** npr@buffalo.edu
 • **Institution Affiliation:** SUNY - Buffalo (University at Buffalo) (ID: 479)
 • **Institution Unit:** Political Science
 • **Phone:** (585) 752-5167

• **Curriculum Group:** Responsible Conduct of Research
 • **Course Learner Group:** Social and Behavioral Responsible Conduct of Research Course
 • **Stage:** Stage 1 - Basic Course
 • **Description:** This course is for investigators, staff and students with an interest or focus in Social and Behavioral research. This course contains text, embedded case studies AND quizzes.

• **Report ID:** 7636815
 • **Completion Date:** 03/13/2012
 • **Expiration Date:** N/A
 • **Minimum Passing:** 80
 • **Reported Score*:** 100

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Responsible Conduct of Research (RCR) Course Introduction (ID: 1522)	03/13/12	No Quiz
Introduction to the Responsible Conduct of Research Archived 1248 (ID: 1248)	03/13/12	No Quiz
Introduction to Research Misconduct Archived 1343 (ID: 1343)	03/13/12	No Quiz
Research Misconduct (RCR-SBE) (ID: 1495)	03/13/12	5/5 (100%)
Data Management (RCR-SBE) (ID: 1523)	03/13/12	5/5 (100%)
Authorship (RCR-SBE) (ID: 1518)	03/13/12	5/5 (100%)
Peer Review (RCR-SBE) (ID: 1521)	03/13/12	5/5 (100%)
Responsible Mentoring 01-1625 Archived 1625 (ID: 1625)	03/13/12	6/6 (100%)
Conflicts of Interest (RCR-SBE) (ID: 1462)	03/13/12	6/6 (100%)
Collaborative Research (RCR-SBE) (ID: 1484)	03/13/12	6/6 (100%)
Responsible Conduct of Research (RCR) Course Conclusion (ID: 1043)	03/13/12	No Quiz
SUNY at Buffalo (ID: 756)	03/13/12	No Quiz

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

CITI Program
 Email: citisupport@miami.edu
 Phone: 305-243-7970
 Web: <https://www.citiprogram.org>

Figure 31: Example CITI Report

that proves you have completed the necessary training. Figure 31 gives an example of what the report will look like. Once you have completed the training you will need to upload the report to IRBNet. IRBNet and CITI do not automatically communicate with each other. This next section will discuss how to upload the CITI report to your IRBNet Profile.

8 Uploading CITI Report to IRBNet

Once you have completed your training in CITI log into IRBNet. At the very top of the screen in the right-hand corner you will see a link that says *User Profile*. Clicking on that brings you to the *User Profile* page, which contains all of your personal information. Figure 32 shows an example *User Profile* page. If you scroll all the way to the bottom of the page you will see a section that says, "Training and Credentials." There will be a link that reads, "Add a New Training & Credentials Record." Click that link to add your CITI report.

Figure 33 shows the *Training and Credentials Record* page. You will need to input the

Welcome to IRBNet
Nicolas Nicoletti

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- ▼ My Reminders (1)

Other Tools

- Forms and Templates

User Profile

Manage Your User Profile

You may access this page at any time to update your account information, change your password, manage your affiliations and external accounts, and manage your Training & Credentials records.

User Account Information and Password (Edit)	
Username	nnicoletti
First Name	Nicolas
Last Name	Nicoletti

Affiliations

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

[▶ Add an Additional Affiliation](#)

Researcher at Missouri Southern State University (MSSU), Joplin, MO (Edit) (Deactivate)	
Telephone Number	417-625-9572
Email	nicoletti-n@mssu.edu

Missouri Southern State University (MSSU) IRB, Joplin, MO (Edit) (Deactivate)	
Telephone Number	417-625-9572
Email	nicoletti-n@mssu.edu

External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet. | [Learn More](#) |

[▶ Add an External Account](#)

There are currently no external accounts in your profile.

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.

Figure 32: User Profile

Welcome to IRBNet
Nicolas Nicoletti

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- ▼ My Reminders (1)

Other Tools

- Forms and Templates

[USER PROFILE](#)
[LOGOUT](#)

Training & Credentials Record

Profile Owner: Nicolas Nicoletti

Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

Document Type: * Other

Description: Human Subject Training Documents

Credits/Credit Hours (if applicable):

Effective Date: * 01/27/2016

Expiration Date: 01/27/2019

File: * Choose File Training Documents.pdf

Attach
Cancel

* required fields




Figure 33: Add Training Document

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.

[Add a New Training & Credentials Record](#)

[Show all Versions](#)

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
231672.1	Other	Human Subject Training Documents		01/27/2016	01/27/2019	01/27/2016 01:20 PM	Not Submitted	  


[Submit](#) 

Figure 34: Listed Training Documents

document type using the drop-down menu. Choose the “Other” option when submitting training. Then give your training a description; for example I have called mine, “Human Subjects Training Documents.” The effective date is the date you completed the training and the expiration date is 3 years from the effective date. Then choose the report saved on your computer and click “Attach.” Your training documents will then appear under the Training and Credential headings as shown in Figure 34. This training can then be linked to your IRBNet packages so that the MSSU IRB can confirm you are in compliance with MSSU’s training requirements.⁴

This concludes the document and you now have the skills necessary to navigate both IRBNet and CITI. I have left very few operations out of this training document, but if you have questions please contact the chair of the MSSU IRB. Contact information can be found at the following URL: <http://www.mssu.edu/offices/academic-affairs/institutional-review-board/contact-us.php>

⁴See Section 3: Basic Package Creation and Design for more information on linking Training Records to your IRBNet packages.