

IRBNet Quick Reference Guide for COI Disclosures

How to submit a new application via IRBNet

Step 1 Connect to the website – www.IRBnet.org

Step 2 - Log in – First time users – click: [NEW USER REGISTRATION](#)


IRBNet Innovative Solutions for Compliance and Research Management

Username Password Login

New User Registration ? Forgot Your Password?

Home | The IRBNet Difference | Demo | Contact Us | FAQ

Comprehensive Solutions



The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

Secure, Reliable and Cost-Effective

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

[Try the demo and see for yourself!](#)

Test Drive IRBNet
See for yourself... [Demo](#)

Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."

- Bruce Day
Director, Office of Research Integrity
Marshall University

[Next](#)

2022 Events - Join Us

- [Annual AHRPP Conference](#)
Denver CO, May 24 - 26
- [PRIM&R Advancing Ethical Research Conference](#)
Salt Lake City UT, November 14 - 18

- Complete the user profile. Accept terms of IRBnet.org.
- Select "Old Dominion University" for location. Create your password.

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IRBNet New User Registration x +

irbnet.org/release/register.do

IRBNet™

Welcome to IRBNet

Register Now

Don't have an existing account? Registering is a simple two step process:

1. Complete the registration information below. Once you register you will automatically be sent an activation email to verify that your email address is valid.
2. Click on the link contained within your activation email to verify that your email address is valid and to activate your account.

First Name:

Last Name:

Email Address:

Verify Email Address:

Phone Number:

Your Research Institution or Organization:

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

Choose a Username and Password for your new account. You can use this Username and Password to access all IRBNet services.

Username:

Password:

Verify Password:

- Now, go to your email. You will have received an email from IRBnet. **Click the link** in the email to activate your account in IRBnet.

OR [If you already have registered](http://www.IRBnet.org), just log in to www.IRBnet.org using your user name and password

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Step 3 - For new disclosure submissions click - [CREATE NEW PROJECT](#)



- Complete the Title box using the following format: “<PI First Initial and Last Name> COI Disclosure” and click Continue. ‘
- Enter YOUR name as the Principal Investigator. Click Continue.

IRBNet: Project Information

irbnet.org/release/project/create.do

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet

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: * Old Dominion University, Norfolk, VA

Title: * J Doe COI Disclosure

Local Principal Investigator:

First Name: * John

Last Name: * Doe **Degree(s):**

Keywords:

Sponsor:

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

Internal Reference Number:

Continue Cancel

* required fields

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Step 4 – You will automatically be brought to the DESIGNER screen. If not, Click [DESIGNER](#)

- All COI forms are located in the Document Library. Make sure the “Old Dominion University Conflict of Interest” option is selected under “Select a Library”.
- Open the applicable form(s) from the drop-down menu and Click - [SAVE](#) to save the form(s) to your computer. You may complete and edit them at a later time.
- If you exit the system after this step, you will need to log in again, click My Projects, select the submission you just started, and return to the DESIGNER screen.
- The initial submission **ONLY** requires the “Significant Financial Interest Disclosure Form”. Additional documentation (COI supplement; Management Plan) will be requested, if necessary

The screenshot shows the 'Designer' interface for a COI disclosure package. At the top, there are navigation links for 'USER PROFILE' and 'LOGOUT'. The main header reads 'Designer'. Below this, the package is identified as '[1966087] J Doe COI Disclosure'. The package status is '1966087-1 Work in progress (Not submitted)'. A button with a document icon and the text 'Click to add a package description or notes.' is visible. The interface is divided into two main steps: 'Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.' and 'Step 2: Assemble your documents and revise existing project documents while maintaining version history'. Under Step 1, there is a 'Select a Library' dropdown set to 'Old Dominion University Conflict of Interest, Norfolk, VA' and a 'Select a Document' dropdown with a 'Download' button. The document dropdown menu is open, showing options: '**READ ME** - Disclosure Submission Instructions', '**READ ME** - Disclosure Submission Instructions', '*Conflict of interest Summary Sheet', 'COI Management Plan Template', 'SFI Disclosure Supplement', and 'Significant Financial Interest Disclosure Form' (which is highlighted in blue). Under Step 2, there is a link to 'Learn more'. Below the steps, it states 'Documents in this Package:' followed by 'There are no documents in this package.' At the bottom, it says 'There are no Training & Credentials records linked to this package.' with a link to 'Link / Un-Link Training Records'. A button labeled 'Attach New Document' is present, with a link '(When should I do this?)' next to it.

Step 5 – Once you have filled out the forms applicable to your submission on your computer, you will need to “Assemble Your Document Package” (step 2 under [DESIGNER](#)).

- For each document you want to submit to the committee, click “Attach New Document.” Then, select the Document Type, and enter a description.
- Repeat this step until all documents are uploaded.


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USER PROFILE LU

Desi

[1966087] J Doe COI Disclosure

Package: ▼ 1966087-1 Work in progress (Not submitted)

 [Click to add a package description or notes.](#)




Step 1: [Hide Form Lib](#)
Download blank forms, document templates and reference materials to assist you in assembling your document pack

Select a Library: ▼

Select a Document: ▼

Step 2:
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

Document Type	Description	Last Modified	
▼ (please select) Closure/Final Report Confidentiality/Non-Disclosure Conflict of Interest - Declaration Conflict of Interest - Management Plan Conflict of Interest - Other Consent Form Consent Waiver Continuing Review/Progress Report	Significant Financial Interests Disclosure Form - J Doe.docx	09/22/2022 11:06 AM	  

The records linked to this package. | [Link / Un-Link Training Records](#) |

(When should I do this?)

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Step 6 –Click - [SIGN THIS PACKAGE](#) to electronically sign your forms.

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- My Reminders (21911)
- 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**
- Track Training (62) (496)
- Forms and Templates
- Library Manager

[19660

Package



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Step 7 – Click – [SUBMIT THIS PACKAGE](#)

- Select “Old Dominion University Conflict of Interest” from the “Search for Organization” drop-down menu.
- Be sure all documents are attached and in final form.
- Once you “SUBMIT,” the submission cannot be edited unless you contact the Office of Research.

The screenshot shows the IRBNet interface. On the left is a blue sidebar menu with the following items: Submission Manager, Agendas and Minutes, My Projects, Create New Project, My Reminders (21911), Project Administration (Project Overview, Designer, Share this Project, Sign this Package, Submit this Package - circled in blue, Delete this Package, Send Project Mail, Project History), Messages & Alerts, and Other Tools (Track Training (62) (496), Forms and Templates, Library Manager). The main content area shows a 'Package' section with a document icon, followed by 'Step 1' (Download, Select, Select) and 'Step 2' (Assemble, maintain). Below that is a 'Documents' section with a 'Documents' button and a dropdown menu showing 'COI'. At the bottom right of the main content area is a 'Submit Package' button.

[1966087-1] J Doe COI Disclosure

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:

The screenshot shows a form titled "Search for an Organization". It has a search input field, a "Search" button, and a "Clear" button. Below the search field is a checkbox labeled "Only show My Default Boards" which is checked. A dropdown menu is open, showing a list of review boards. The selected board is "Old Dominion University Conflict of Interest, Norfolk, VA". Other boards listed include "Old Dominion University Arts & Letters Human Subjects Review Committee, Norfolk, VA", "Old Dominion University Business Human Subjects Review Committee, Norfolk, VA", "Old Dominion University Education Human Subjects Review Committee, Norfolk, VA", "Old Dominion University Engineering Human Subjects Review Committee, Norfolk, VA", "Old Dominion University Health Sciences Human Subjects Review Committee, Norfolk, VA", "Old Dominion University Sciences Human Subjects Review Committee, Norfolk, VA", and "Old Dominion University Institutional Animal Care and Use Committee, Norfolk, VA". At the bottom of the form are "Continue" and "Cancel" buttons. A red asterisk and the text "* required fields" are located at the bottom left of the form.

Step 8 – Click [Study OVERVIEW](#) to review what has been sent. Study will be under “Pending Review” status until the review has been completed.

- An electronic IRBNet notification will be sent to your email confirming that your submission has been received.

IRBNet Quick Reference Guide for COI Disclosures

How to submit an update/annual disclosure/other documents via IRBNet

Step 1 - Connect to the website– www.IRBnet.org and log in.

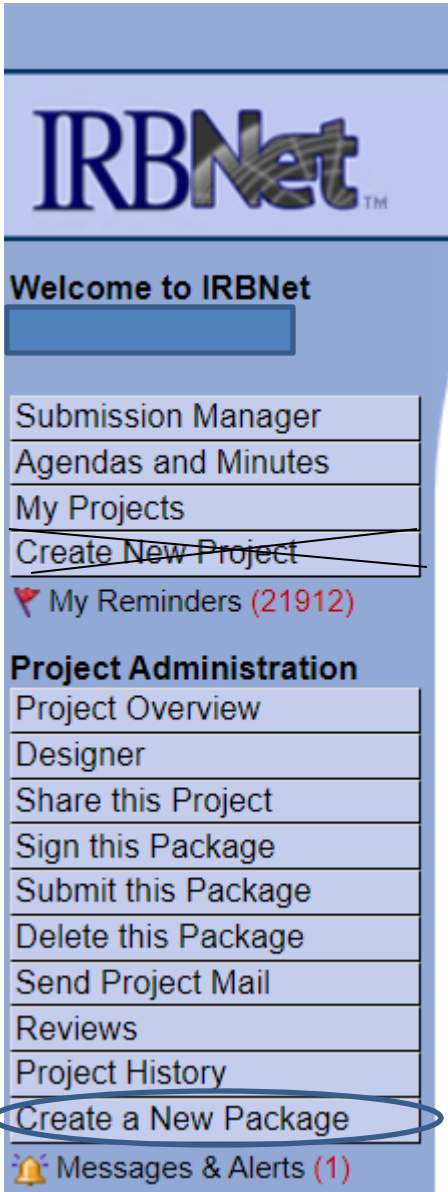
Step 2 - For **updates/annual disclosures/other documents** click - [MY PROJECTS](#), then click your COI submission title ""<PI First Initial and Last Name> COI Disclosure".

The screenshot shows the IRBNet 'My Projects' workspace. At the top, there is a banner with the IRBNet logo and a photo of three people in a meeting. Below the banner, a text box explains: "Your 'My Projects' workspace shows projects that you have created and users. Use Reminders, Tags and Archiving to help organize your workspace." Below this is a search bar with the label "Search:" and a "Search" button. Below the search bar are two links: "Create and Manage Tags" and "Show Archived Projects (0)". At the bottom, there is a table with the following data:

IRBNet ID	Project Title	Principal Investigator
1966087-1	J Doe COI Disclosure	Doe

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Step 3 – Click - [CREATE NEW PACKAGE](#) on the left side menu.



Step 4 – Follow the same steps for submitting documentation that are detailed above for new submissions (Starting with Step 4; page 4 of this document).

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Other Important Information

Sharing Projects

Sharing projects with other researchers is an option in IRBNet. However, you should NEVER do this with your COI disclosure submissions. COI disclosures are for individuals and should never be shared with anyone else.

IRBNet Board Documents *(Approval Letters, Modifications Letters, etc.)*

To access these documents log into IRBNet, click the project title, and click [REVIEWS](#). Submissions are listed by package number under the Committee that conducted the review. Locate the package number of the submission and scroll to the Board Documents section. Click the paper icon at the right of the screen to download, view, and save a document.

Communication History- Review Messages and Alerts

On the left-hand menu select the “Messages and Alerts” link underneath “Create a New Package”.

The project messages and alerts window will open, and you can view all IRBnet messages and correspondence from your review committee in this list.