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

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

IRBNet Quick Reference Guide for COI Disclosures

- 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, just log in to www.IRBnet.org using your user name and password

IRBNet Quick Reference Guide for COI Disclosures

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 Quick Reference Guide for COI Disclosures

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-sown 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

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.

IRBNet Quick Reference Guide for COI Disclosures

USER PROFILE   LO

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 packa

Select a Library: [Old Dominion University Conflict of Interest, Norfolk, VA   ⌄]

Select a Document: [Significant Financial Interest Disclosure Form   ⌄] [Download]

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)		Significant Financial Interests Disclosure Form - J Doe.docx	09/22/2022 11:06 AM	🗎 🗐 ✎

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

The ___ ___cords linked to this package. | Link / Un-Link Training Records |

[Attach New Document]   (When should I do this?)

IRBNet Quick Reference Guide for COI Disclosures

Step 6 –Click - <u>SIGN THIS PACKAGE</u> to electronically sign your forms.

Submission Manager	[1960U
Agendas and Minutes	**Packag**
My Projects	
Create New Project	🔲
⚑ My Reminders (21911)	
Project Administration	**Step 1**
Project Overview	Downlo
Designer	
Share this Project	Select
⟨Sign this Package⟩	Select
Submit this Package	
Delete this Package	**Step 2**
Send Project Mail	Assem
Project History	mainta
🔔 Messages & Alerts	
	Docun
Other Tools	
Track Training (62) (496)	**Docun**
Forms and Templates	▼ Cor
Library Manager	

IRBNet Quick Reference Guide for COI Disclosures

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.

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".

IRBNet Quick Reference Guide for COI Disclosures

Step 3 – Click - CREATE NEW PACKAGE on the left side menu.
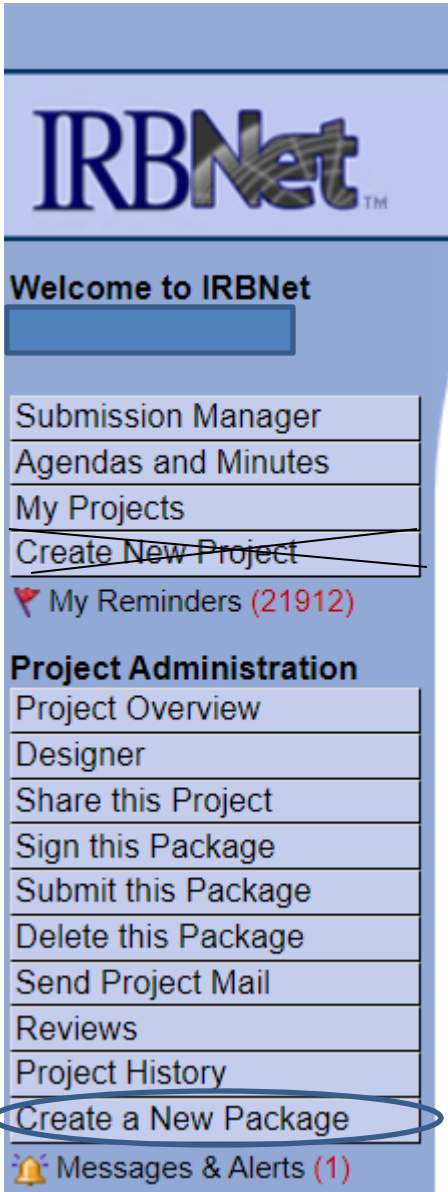
Step 4 – Follow the same steps for submitting documentation that are detailed above for new submissions (Starting with Step 4; page 4 of this document).

IRBNet Quick Reference Guide for COI Disclosures

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 <u>REVIEWS.</u> 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.