

IRBNet Instructions for
Department Chairs/Review Committee Chairs

www.irbnet.org

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I. Register with IRBNet

Sign on to www.irbnet.org and register with IRBNet as soon as possible. Follow the directions for **new user registration**.

To complete the registration process, you will need to authenticate your registration via your e-mail account.

II. Which submissions will you need to review?

1. Your faculty will need you to review all new and continuing review studies before they are submitted to the compliance committees, i.e., IRB/CORIHS, IACUC, IBC, SCRO. Additionally, you will be asked to review amendments going to the IRB for full committee review, i.e., those that present a potential for increased risk to the subjects.

III. Why are you asked to review these submissions?

As before in the paper world, your (electronic) signature on a submission package will certify that you have reviewed the documents pertaining to the submission and that you attest to the scientific merit of this study and the competency of the investigator(s) to conduct this project.

If the submission is going to the IRB/CORIHS for approval to involve human subjects in the activity, please note that, for the purpose of meeting our accreditation standards, scientific merit is specifically defined as follows:

- The research uses procedures consistent with sound research design;
- The research design is sound enough to reasonably expect the research to answer its proposed question; and
- The knowledge expected to result from this research is sufficiently important to justify the risk.

IV. Review your faculty's submissions

When one of your faculty needs you to review and 'sign' their IRBNet submission, you will get an e-mail that the submission package has been **shared** with you. That will be your signal to log on to the system (www.irbnet.org). Once you log on, you will be on your 'My Projects' page, where you will see all the projects that have been shared with you.

To review a study, click on the applicable title, and you will see the general details of the study. To see the specific documents associated with that study, click on the **Designer**. There you will see all the documents for the current package that will be submitted to the IRB once you review them, and electronically sign off on the study.

V. Electronically Sign the package submissions

So, if you review an application and see problems, you can click 'send mail' (left side of screen) to the Principal Investigator or any member of the study team and alert him/her to the issue. Once resolved, and you are satisfied that the protocol now meets your criteria for endorsement, simply click 'sign study' and follow the simple directions that follow.

Note: PI and Chair signatures are required before the study is submitted to the IRB. Co-investigator e-signatures are required before the study receives final approval from the IRB.

VI. What if you are a chair AND an investigator on the study that needs chair sign-off?

If this is the case, you can electronically sign as PI if your role is as principal investigator (or study team, if you are a co- investigator) but you cannot additionally sign the certification as the chair or member of review committee. Preferable alternative signatories are the actual department Chair (if you are chair of the review committee), the Dean (if you are the chair), or the VP for Research (if you are the Dean). Official designees of these signatories are also acceptable so long as the designee is not a subordinate to you in any way. Contact the Office of Research Compliance if you would like to delegate certification responsibility.

VII. How do you know which studies in your ‘My Projects’ need your attention?

You can sort by status (at the arrows next to the word), and anything you see that says ‘work in progress’ needs your review. Once the status of a study is changed to ‘pending review’ or any other status it means the PI has already submitted to the IRB (hopefully, with your electronic signature!)

VIII. You’re also an investigator...where can you get more information on how to create and submit studies?

Glad you asked. Here are the instructions you need:

For CORIHS submissions:

<http://www.stonybrook.edu/research/orc/humans/IRBNet%20for%20SBU%20BNL%20Researchers.pdf>

For IACUC, IBC, SCRO submissions:

<http://www.stonybrook.edu/research/orc/docs/instructions.pdf>