



## IRBNet Guide

# Instructions for Online Submission of Research Protocols to the Institutional Review Board

[www.irbnet.org](http://www.irbnet.org)

For any questions or concerns regarding your submission, visit [CSULB IRB](http://CSULB IRB) or contact us at [IRB@csulb.edu](mailto:IRB@csulb.edu), (562) 985-8147

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# Section 1: New User Registration

Step-by-step videos and pdf slide presentations are available at [IRBNet Resources](#).

## Registering as a New User

1. Go to [www.irbnet.org](http://www.irbnet.org) and click the “**New User Registration**” on the top-right.



2. Provide your first name, last name, CSULB email, phone number, research institution, username, and password.
3. Ensure your **research institution or organization** is California State University, Long Beach. Select the drop-down menu, then type “California State University, Long Beach. Click “**Continue.**”

The image shows a registration form with the following fields and options:

- First Name:
- Last Name:
- Email Address:
- Verify Email Address:
- Phone Number:
- Your Research Institution or Organization:  (dropdown menu)
- Below the dropdown menu, there is a link: "If you do not see your organization listed you may [add a new organization](#)."
- Text below the dropdown: "Choose a Username and Password for your new account. You can use this Username and Password to access all IRBNet services."
- Username:
- Password:  (with a help icon to the right)
- Verify Password:
- Buttons: "Continue" (highlighted in yellow) and "Cancel"

4. Click **“Accept”** for the Individual User Terms of Use.

**1. Acceptance of Terms.**  
This Agreement governs your participation as an individual user of IRBNet. IRBNet is a service provided by Research Dataware, LLC and both the company and service name are used interchangeably in this Agreement. In addition, when using particular IRBNet owned or operated services, you shall be subject to any posted guidelines or rules applicable to such services which may be posted from time to time. All such guidelines or rules are hereby incorporated by reference into this Agreement. IRBNet may also offer other services that are governed by different Terms of Use.

If this Agreement or any future changes are unacceptable to you, your sole remedy is to terminate your use of the Service. If you do not accept and abide by this Agreement, you may not use the services offered by IRBNet. By accessing or using the Service, you confirm your acceptance of, and agree to be bound by, this Agreement and any future changes to this Agreement. You agree to use the Service only in accordance with this Agreement. Nothing in this Agreement shall be deemed to confer any third party rights or benefits.

**2. Modification of Terms.**  
Although we may attempt to notify you via your submitted e-mail address when major changes to the Agreement are made, you should visit this page periodically to review these terms. IRBNet may, in its sole discretion, modify or revise these terms and conditions and policies at any time without notice to you, and you agree to be bound by such modifications or revisions.

**3. Description of Service.**  
IRBNet is a web-based application (the "Service"). You understand and agree that the Service may

5. Provide a non-CSULB recovery email. Click **“Verify Now.”**

Recovery Email \*

Recovery Phone

\* required fields

6. A verification email will be sent to your recovery email. Provide the verification code. Click **“Continue.”**
7. **A registration email will be sent to your primary email, and you will need to click on the activation link provided in the email. Once activation is complete, you will have access to IRBNet.**

## Linking CITI Account to IRBNet

1. Login to IRBNet using your username and password. Click on **“User Profile”** in the top-right corner.



2. Go to **“External Accounts.”** This section is where you will be specifically linking your CITI account to IRBNet. Click **“Add an External Account.”**

### 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](#)

3. Provide your CITI Member ID # into the pop-up menu.

### Add External Account

Please provide your external account information.

Account Type:

CITI Member ID:

\* Your CITI Member ID is the 5 to 8-digit number shown at the top of the page when you log in to your CITI account.

4. Your CITI Member ID # is located on the top-right corner of your CITI account.  
**NOTE: Please do not use your Record ID.**



## Social & Behavioral Research - Basic/Refresher

Name	Stage	Completion Date	Expiration Date	Record ID
Trong Pham	2 - Refresher Course	15-Jun-2023	15-Jun-2026	<del>56446406</del>

5. Select “**Continue.**” A verification email will be sent to your CSULB email address.  
**Please allow up to 24 hours for the verification email to arrive.**
6. Once you receive the verification email, click the verification link and you are all set.

## Section 2: New Project Submission

Step-by-step videos and pdf slide presentations are available at [IRBNet Resources](#).

### Creating a New Project

1. Log-in to [IRBNet](#) (If you are a first-time user, refer to section 1).
2. On the left side, click **“Create New Project.”** Fill in the relevant information, then click **“Continue.”** For new project title, capitalize the first word and subsequent nouns. **Fields with a red asterisk are required.**

3. The **“Designer”** page will appear. Use the drop-down menu to find the IRB application and templates for the faculty advisor (FA) letter, informed consent, permission letter, and recruitment flyer. Click **“Download.”**

## Adding Application and Supporting Documents

1. Click **“Attach New Document”** to upload IRB application, project materials (e.g., FA letter, informed consent, etc), and training documents (i.e., CITI training).

### 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:





*There are no documents in this package.*

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

**Attach New Document** (When should I do this?)

2. Once your application or supporting documents have been uploaded, provide the **“Document type”** using the drop-down menu.

Documents in this Package:

Document Type	Description	Last Modified	
(please select)	IRB Application for Annual Check In (formattable) (v.3)	06/30/2023 06:38 PM	   
Conflict of Interest - Declaration			
Conflict of Interest - Management Plan			
Conflict of Interest - Other			
Consent Form			
Consent Waiver			
Continuing Review/Progress Report			

There are no documents in this package. | [Link / Un-Link Training Records](#) |

**Attach New Document** (When should I do this?)

3. Edit or delete the document using the tools to the right. Refer to Appendix A: Icon Key for description of tools.

Documents in this Package:

Document Type	Description	Last Modified	
Continuing Review/Progress Report	IRB Application for Annual Check In (formattable) (v.3) (1).docx	06/30/2023 06:38 PM	   

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



## Sharing Your Package with Faculty Advisor/Mentor or with Other Researcher

1. On the left side and under “**Project Administration,**” click “**Share this Project.**” Then click “**Share**” shortly to its right. The FA/Mentor is not required to sign shared package.

Welcome to IRBNet

[REDACTED]

Share Project

[2076650-1] Test

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.

2. Select “California State University, Long Beach” in the “**Select an Organization**” box. Click “**Select Organization.**”

Search for an Organization

Organization types to display  Research Institutions  Boards  Sponsors

Select an Organization\*

- California Intercontinental University, Diamond Bar, CA
- California Northstate University College of Medicine, Elk Grove, CA
- California Pacific Medical Center, San Francisco, CA
- California State University Bakersfield, Bakersfield, CA
- California State University East Bay, Hayward, CA
- California State University Hayward, Hayward, CA
- California State University, Fullerton, Fullerton, CA
- California State University, Long Beach, Long Beach, CA

\* required fields

3. Search for your FA/Mentor or (Other Researcher) in the search bar, click “**Search.**”

Search for a User

- Once you find your FA/Mentor, you must give them “Full” access. ***Selected users will be notified automatically via email that a project has been shared with them.***

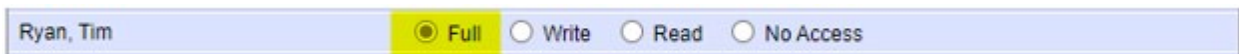
Once you find the Other Researcher, you can give them the level of access appropriate to the research.

### Access Levels

Read – only view submission documents primarily for other researchers assisting.

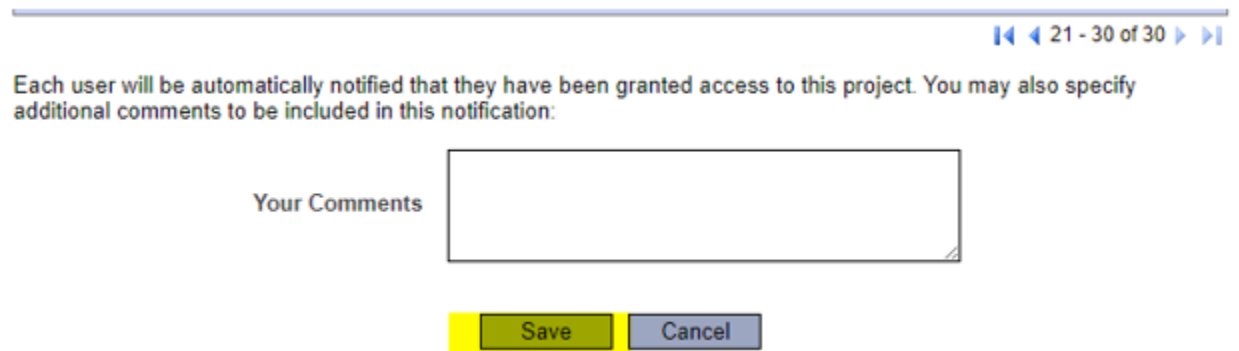
Write – view and edit submission documents for other research collaborators.

Full – view, edit and share submission documents for FA/Mentors & some Co-PIs.



A horizontal bar with a light blue background. On the left, the text "Ryan, Tim" is displayed. To the right of the name are four radio button options: "Full" (which is selected and highlighted in yellow), "Write", "Read", and "No Access".

- Scroll down to the bottom and click “**Save.**”



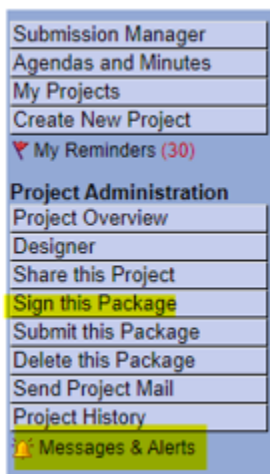
A horizontal bar with a light blue background. On the right side, there are navigation icons and the text "21 - 30 of 30". Below this bar, the text reads: "Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:". Below this text is a text input field labeled "Your Comments". At the bottom of the form are two buttons: "Save" (highlighted in yellow) and "Cancel".

## Signing Your Package

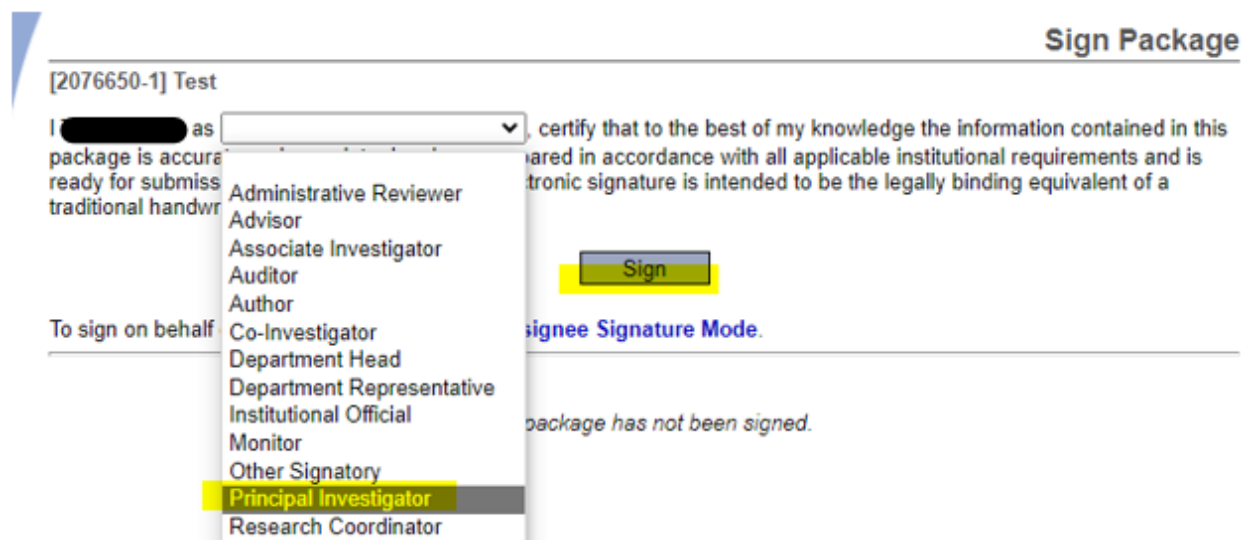
*Faculty Advisors/Mentors are not required to sign packages. All PIs are required to sign packages including student PIs.*

1. Login to IRBNet.
2. Select the package, identified by the title and/or IRB package number. Click **“Sign this Package.”**

**NOTE:** Projects can also be found under **“Messages & Alerts,”** which is on the left side.



3. Use the drop-down menu to select your affiliation with your project. Click **“Sign.”** Enter your IRBNet login information to sign your package.

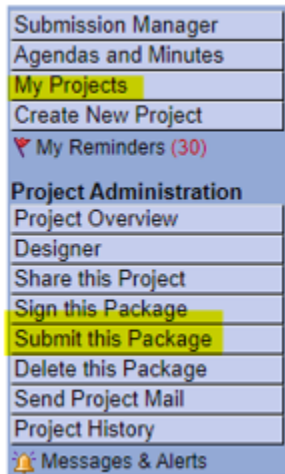


## **Submitting a Package**

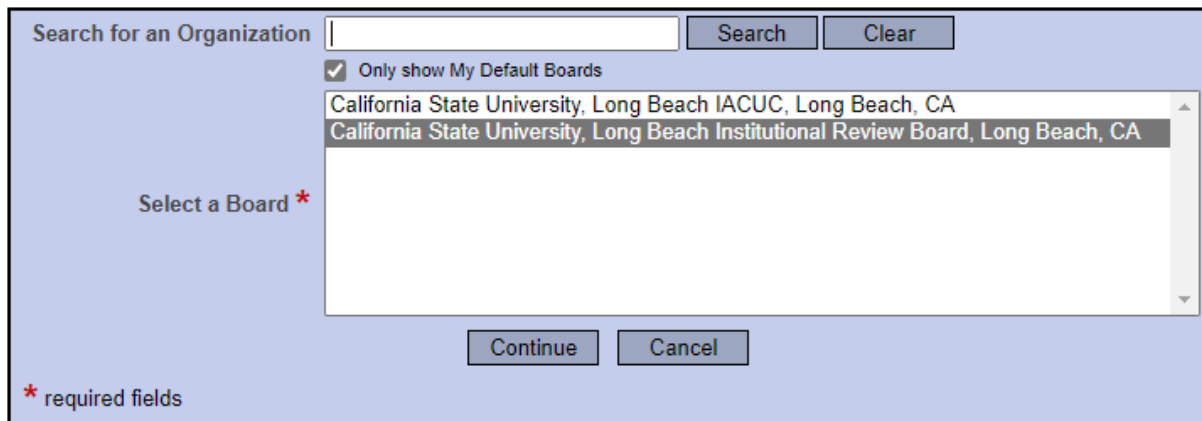
When application, training documents, and required signatures are uploaded and completed, you must submit your package.

**STUDENTS: DO NOT submit your package until you are certain you have uploaded all documents.**

1. Click **“My Projects,”** then select the research project you wish to submit. Click **“Submit this Package.”**



2. Select California State University, Long Beach.” Click **“Continue.”**

A screenshot of a web form for selecting an organization. At the top, there is a search bar labeled 'Search for an Organization' with a 'Search' button and a 'Clear' button. Below the search bar is a checked checkbox labeled 'Only show My Default Boards'. A dropdown menu is open, showing two options: 'California State University, Long Beach IACUC, Long Beach, CA' (which is selected and highlighted) and 'California State University, Long Beach Institutional Review Board, Long Beach, CA'. Below the dropdown is a label 'Select a Board \*'. 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.

3. Select the “**Submission Type.**” For new research project, select “**New Project.**”  
For updates or continuation of previously approved research project, see Section 3.

The following users at California State University, Long Beach Institutional Review Board will be automatically notified of your submission:

Al Hinn, Yara  
Ireland, Connie  
Pham, Trong  
Ratanasiripong, Paul  
Ryan, Tim  
Wang, Jason

Submission Type \*

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

Your Comments:

4. Click “**Submit.**”

**STUDENTS:** DO NOT submit your package until you are certain you have uploaded all documents. Projects are locked upon submission. If you need access to this package after submission, please contact IRB Administrative Support at [IRB@csulb.edu](mailto:IRB@csulb.edu).

# Section 3: Subsequent Packages: Submitting Amendments & Continuing Review/Annual Check-In

Step-by-step videos and pdf slide presentations are available at [IRBNet Resources](#).

## Creating a Subsequent Package

1. Login to IRBNet. Click on the title of the research project to extend/modify.
2. Click **“Project History”** on the left side.
3. Click **“Create a New Package”** in the middle of the page.
4. This will create a new package number using the same IRB number. For example: Original project is 123456-1, and new project will become 123456-2.

## Adding/Updating Documents to Your Package

1. Click on the new package to access the **“Designer”** page.
2. Upload any new supporting documents by clicking **“Attach New Document.”**

**NOTE:** Refer to Section 2 “Adding Application and Supporting Documents.” Refer to Appendix A: Icon Key for description of tools.

**Step 1:** [Hide Form Libraries](#) |  
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 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	
Continuing Review/Progress Report	IRB Application for Annual Check In (formattable) (v.3) (1).docx	06/30/2023 06:38 PM	   

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

(When should I do this?)

- At the bottom of the page, include all unchanged supporting documents from the previous package in the subsequent package.

**NOTE:** Click the image of a piece of paper to download and edit a previous document.

Document Type	Description	Last Modified	
Continuing Review/Progress Report	IRB Application for Annual Check In (formattable) (v.3) (1).docx	06/30/2023 06:38 PM	   

- Click the image of a pencil to replace a previously submitted document with a new document.

Document Type	Description	Last Modified	
Continuing Review/Progress Report	IRB Application for Annual Check In (formattable) (v.3) (1).docx	06/30/2023 06:38 PM	   

- Select the “Document Type” of the new document.
- Click “Choose File” to upload the new document.
- Click “Update” to submit the new document.

Document Type \* Continuing Review/Progress Report

Description

File \* Choose File No file chosen

\* required fields

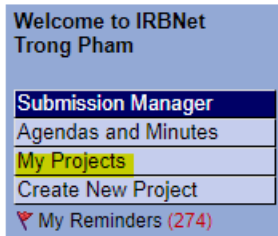
### **Sharing, Signing, and Submitting Your Package**

**STUDENTS:** Share your package with your FA/Mentor and ensure you, as the PI, sign the package. When you have uploaded your application, you may submit your package. For instructions on how to share and submit your package, refer to Section 2, page 7. Additionally, for instructions on how to sign your package, refer to page 11.

**STUDENTS:** DO NOT submit your package until you are certain you have uploaded all documents. Projects are locked upon submission. If you need access to this package, please contact IRB Administrative Support at [IRB@csulb.edu](mailto:IRB@csulb.edu).

## Updating Project Title

1. Login to IRBNet. Click on “My Projects”.



2. Click on your project title.

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
2076649-1	dgg	sdfgsdgs	Work in progress (Not submitted)		
2076650-2	<b>Test 2</b>	Test	Work in progress (Not submitted)		

3. The “Project Overview” page will appear. Click on the yellow “Edit”.



4. The “Project Information” page will appear. Update your project title under “Title”.

Research Institution: \* California State University, Long Beach, Long Beach, CA

**Title: \*** Test 2

Local Principal Investigator: First Name: \* Test Last Name: \* Test Degree(s):

Keywords: Sponsor: Internal Reference Number:

Save Cancel

\* required fields

5. Click “Save”.

**NOTE:** Project title can only be edited in a package that is unlocked or has not yet been submitted. To unlock your package, please submit a request to [IRB@csulb.edu](mailto:IRB@csulb.edu).

Only personnel with “Full” or “Write” access to the package can edit the project title. For giving “Full” or “Write” access, please refer to Section 1, page #9.

The project title change will be reflected in subsequent packages.

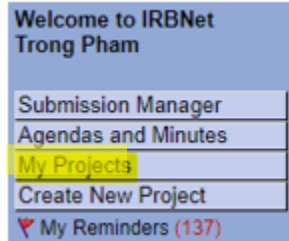


# Section 4: Accessing Your Package

## Responding to Modifications Required Letter

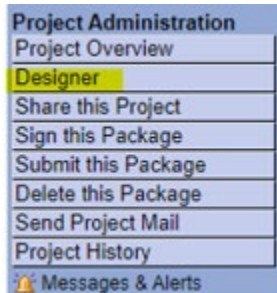
If the submission needs modifications as suggested by the reviewer, the PI will receive a “Modifications Required Letter” by email.

1. Login to IRBNet. Click “**My Projects**,” and select your package.

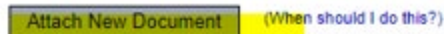


2. The “**Project Overview**” page will appear. Click the “**Modifications Required Letter**” document. Review the letter and prepare the requested documents.


3. Click “**Designer**” to upload the requested documents.



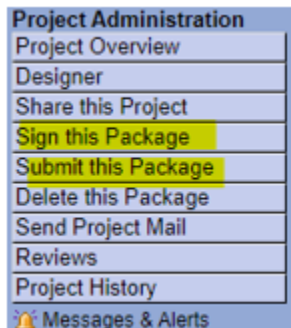
4. For uploading requested documents, click “**Attach New Document**”. For editing documents, click on the image of a **pencil**.



Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Submission Date	
1	Continuing Review/Progress Report	IRB Application for Annual Check In (formattable) (v.3) (1).docx	06/30/2023 06:38 PM	08/23/2023	  

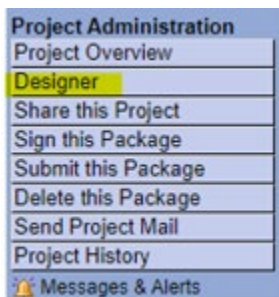
5. When the requested documents are uploaded, click **“Sign this Package”** and **“Submit this Package”**.



### **Responding to Administrative Review Letter**




If the submission needs minor changes as suggested by the reviewer, the PI will receive an administrative review letter labeled as “[Package #] AR” on their package. The PI will be notified through email that their package is unlocked, so they may upload any revised documents or upload missing documents. Once the PI has finalized their submission, they will lock the package for IRB review.

1. Login to IRBNet. In **“My Projects,”** select the package that has been unlocked, identified by an icon of a red opened lock.
2. The **“Project Overview”** page will appear. Click **“Review Details.”**
3. Click the **“[Package #] AR”** document. Review the document.
4. Click **“Designer”** to upload any revised and requested documents.



- For uploading requested documents, click “**Attach New Document**”. For removing previous documents, click on the **red X**. For editing documents, click on the image of a **pencil**.


Documents in this Package:


Document Type	Description	Last Modified	
Continuing Review/Progress Report	IRB Application for Annual Check In (formattable) (v.3) (1).docx	06/30/2023 06:38 PM	  

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

**Attach New Document** | (When should I do this?)

- When you have finalized your submission, please **lock** the package by clicking “**Mark Revisions Complete.**”

Package: 2076650-1 New Project **Mark Revisions Complete** | (When should I do this?)  
 **Unlocked - Revisions Pending** | [View History](#) |

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




Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details.](#)

### Retrieving Approval Letter

Upon IRB approval, the PI will receive an “Approval Letter” attached to the package.

- Login to IRBNet. The “Board Action” for the project will now state “**Approved.**”
- Click the title of the project to access the “**Project Overview.**”
- Click “**Reviews**” on the left side.
- Under “**Board Documents**” there will be an “Approval Letter.” Feel free to download the letter for your own records.

## Appendix A: Icon Key

Icon	Description
	Download and view this document.
	Document revision history.
	Update/Edit this document.
	Delete this document.