

# NAU IRBNet Sharing

*Guidance for sharing a submission package*

# My Projects

1. Go to your active projects by selecting the **My Projects** tab at the left of the screen.
2. Select the Title of the project you would like to share.

**Welcome to IRBNet**  
**Cynthia Johnson**

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

**Other Tools**  
Track Training (9) (152)  
Forms and Templates  
Library Manager

## 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

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

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
680018-1	Innovative Test Project	Researcher	New Project	Pending Review	
497993-15	NAH: Precision Population Health Managem...	Carroll	Amendment/Modification	Approved	01/11/2016
497992-14	NAH: Precision Population Health Managem...	Beckett	Amendment/Modification	Approved	01/11/2016

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# Share this Project

Click “Share this Project” on the left side of the screen.



- 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

## Step 1:

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


Select a Library: Northern Arizona University IRB, Flagstaff, AZ ▼

Select a Document: 1 Instructions for students ▼ [Download](#)

## 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:



Document Type	Description	Last Modified	
Budget	NIH Grant Proposal	02/05/2016 01:57 PM	  
Consent Form	Consent Adult v2016-02-04	02/05/2016 01:32 PM	  
Data Collection	Quality of Life Survey	02/05/2016 01:33 PM	  
NAU - Research Application	NAU - Research Application	02/05/2016 12:35 PM	  
Other	Recruitment Script	02/05/2016 01:56 PM	  
Other	List of Project Personnel	02/05/2016 01:24 PM	  
Other	Site Auth School	02/05/2016 01:58 PM	  
Other	Participant Material Thank You Cards	02/05/2016 01:38 PM	  
Protocol	Project Narrative for Application	02/05/2016 01:20 PM	  

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

[Add New Document](#)

# Options

Click on the “Share” option



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**Other Tools**

- Track Training (11) (177)
- Forms and Templates
- Library Manager

## Share Project

[660018-3] Innovative Test Project

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.

# Organization Search

The box will automatically highlight “**Northern Arizona University (NAU), Flagstaff, AZ**” Click on “**Select Organization.**”

**IRBNet™**

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Share Project

[660018-3] Innovative Test Project

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

Organization types to display ☒ Research Institutions ☐ Boards ☐ Sponsors

Select an Organization\*

North Shore-LIJ Research Institute, Manhasset, NY  
North Shore-Long Island Jewish Health System, New York, NY  
Northcentral University, Prescott Valley, AZ  
Northeast Cardiology Associates, Bangor, ME  
Northeastern Illinois University, Chicago, IL  
Northeastern University, Boston, MA  
Northern Arizona Healthcare, Flagstaff, AZ  
Northern Arizona University (NAU), Flagstaff, AZ

Select Organization

\* required fields

# Sharing with NAU IRB

To share your project with the NAU IRB Office (required), type “**NAU**” in the “**Search for a User**” box, then click “**Search**.”

**IRBNet**

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**Share Project**

[660018-3] Innovative Test Project

Specify the access that you wish to grant to each user at **Northern Arizona University (NAU)**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **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

Search for a User:

# Assign Access Type

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Search for a User:

User	Access Type
IRB Office, Nau	<input checked="" type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input type="radio"/> No Access

One User found.

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

Under Access Type, select the ***“Full”*** option for the ***“IRB Office, Nau”*** Then, select **Save**.

You may also type comments in the ***“Your Comments”*** box that will be sent to the party with whom you shared the project.

# Sharing with team members and faculty advisors

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Search for a User:

User	Access Type
Hanabury, Mary	<input checked="" type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input type="radio"/> No Access

One User found.

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

To search for other research team members or your faculty advisor (required if you are a student), type their name in the “***Search for a User***” box and click “***Search.***”

Select the correct person from the list, then assign the desired rights under “***Access Type.***” (“***Full***” access is suggested for faculty advisors.)

Add a comment if you wish, then click “***Save.***” Repeat as needed to add additional personnel.