

## How do I create my IRBNet Account and Submit to IRBNet?

Go to the IRBNet home page: <https://irbnet.org> and click on “New User “Registration.”

- Review and check “**Agree to Terms of Service**” Click “**Accept**”
- In the “**Search for an organization**” drop down box, type “**Wright Center**”, highlight the Wright Center in the list of institutions and click “**Continue**”
- Provide required contact information using your TWC **institution-approved email**.
- Click “**Register**” and “**Continue**”
- By clicking “**Continue**” you are finalizing the registration process! An automated activation email will be sent to your email address.
- Visit your inbox and click the link within “**IRBNet Activation Required**” email to activate your account.
- You must **click on the activation link within the email to activate your account**.

***Congratulations!!! You are now a member of IRBNet!***

### Submitting an IRBNet project/package (brief overview):

1. Once logged on to IRBNet, click “**Create New Project**” from the list on the left-hand side
2. Create project by completing information box, and ensure it is affiliated with WCGME-IRB
3. On the “**Designer page**” of the project, the first package of the newly created project will be your first submission (may submit additional packages in the project for Continuing (annual) Review, Request for Revisions to Approved Research, Study Closure, etc.)
4. (Step 1 and 2) Upload required documents for your project type (for information on required documents to include in submission, see Read Me First and/or Scholarly Activity Submission Guide found on portals and IRBNet). Download templates for forms on the Designer tab (Step 1)
5. Once documents have been attached, click “Sign this Package” from the list on the left-hand side and follow prompts for signing
6. After signing, click “Submit this Package” from the list on the left-hand side and follow prompts

### Managing your documents:

- To update a document, use the “**Pencil**” icon. You will want to keep your existing documents up to date as your credentials change. *\*Note: you may not update expiration dates; upload current documents.*
- Use the “**Bell**” icon to view your messages and alerts.
- Use the “**Envelope**” icon to message any IRB staff.

### Additional Help:

- View training “energizers” on your portal or IRBNet home page for more information on submitting projects for IRB review. Use the “Scholarly Activity Submission Guide” (found on portals) for more information on what to submit.
- Contact the IRB office @ 570-591-5105 dial 6
- Submit IRBNet questions to: [cardonan@thewrightcenter.org](mailto:cardonan@thewrightcenter.org).

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