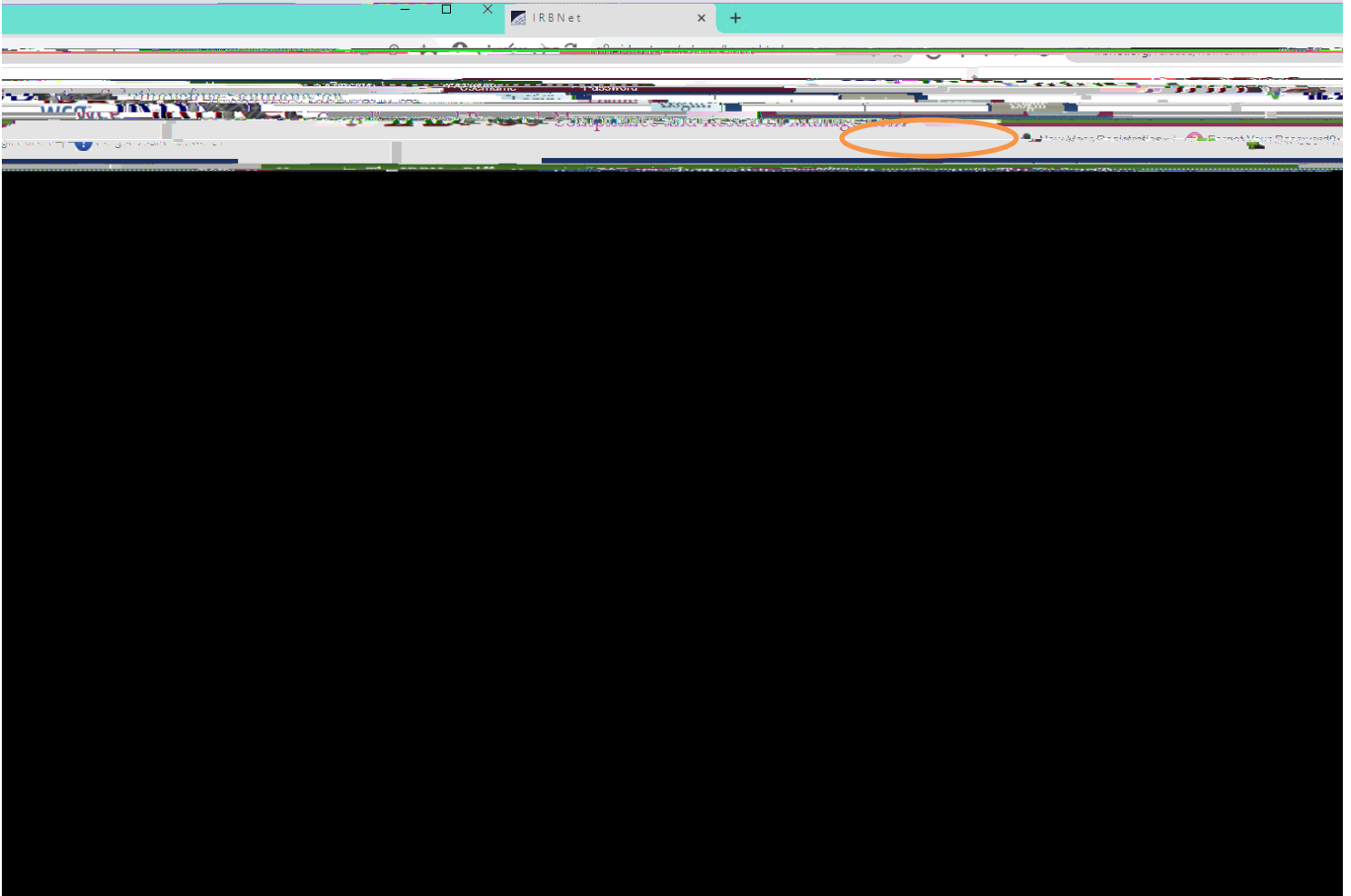


IRBNet Quick Reference Guide for COI Disclosures

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



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

IRBNet Quick Reference Guide for COI Disclosures

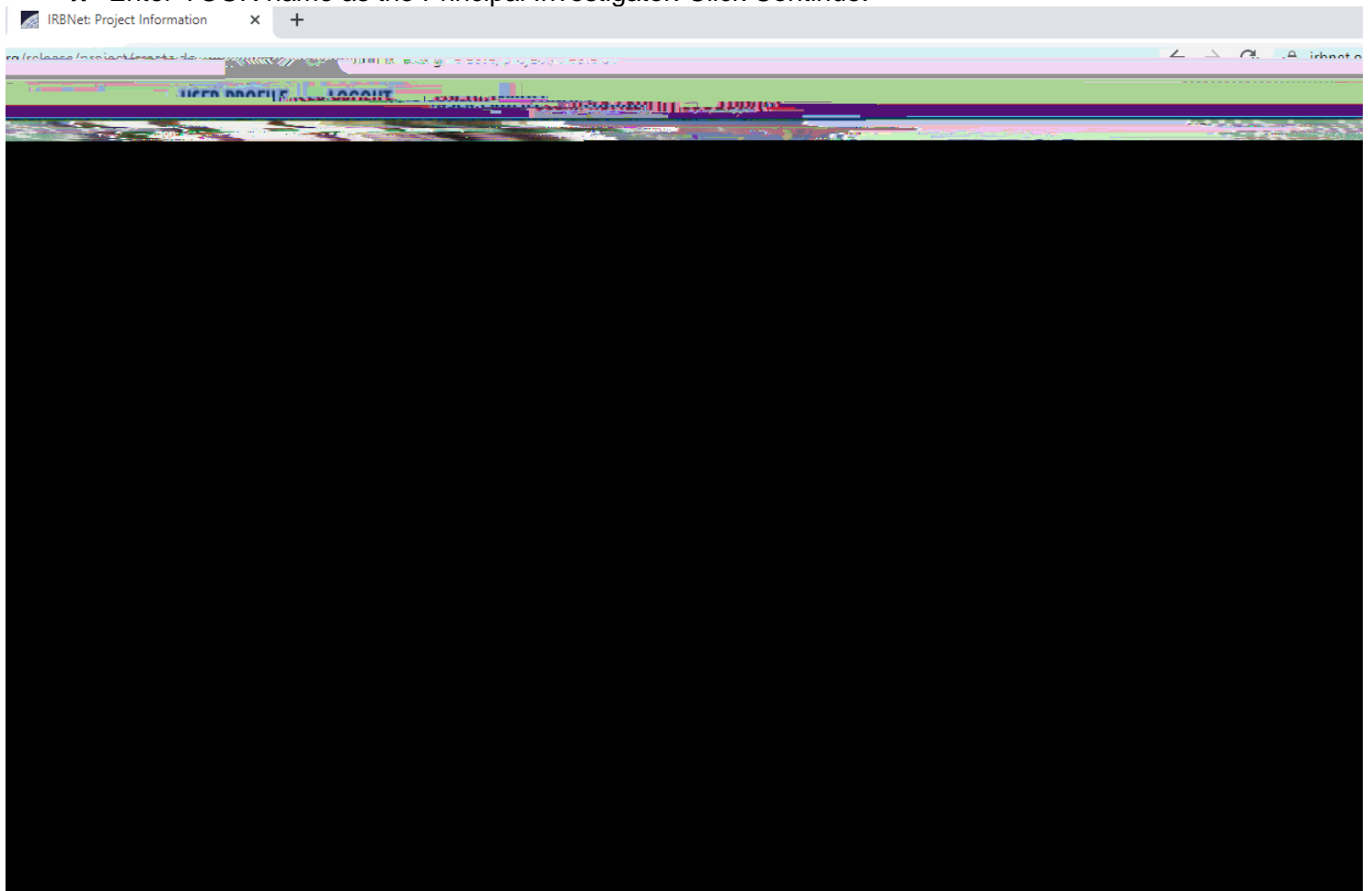
x Now, go to your email. You will have received an

IRBNet Quick Reference Guide for COI Disclosures

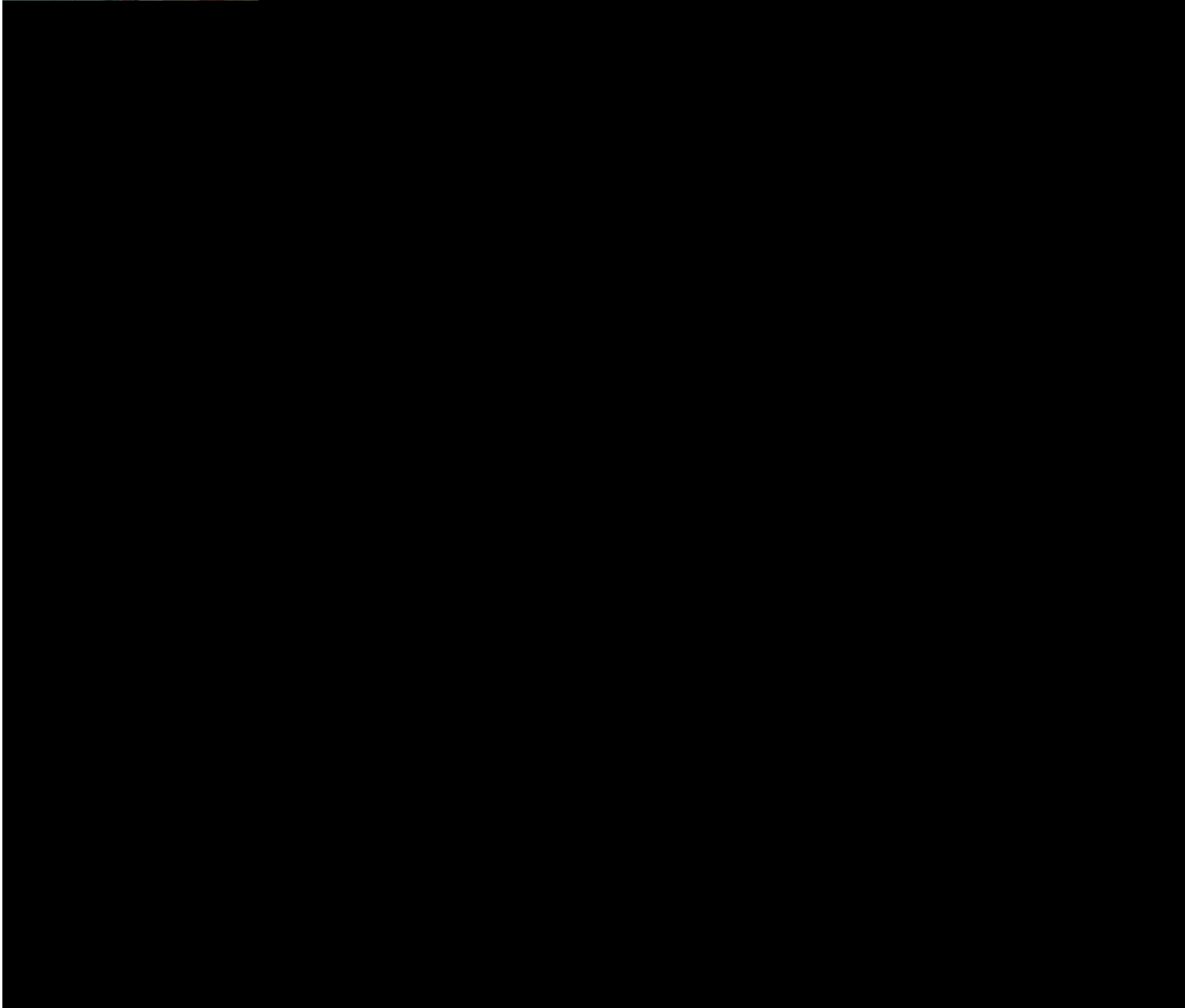
Step 3 - For new disclosure submissions click - [CREATE NEW PROJECT](#)



- x Complete the Title box using the following format: "<PI First Initial and Last Name> COI Disclosure" and click Continue. ‘
- x Enter YOUR name as the Principal Investigator. Click Continue.

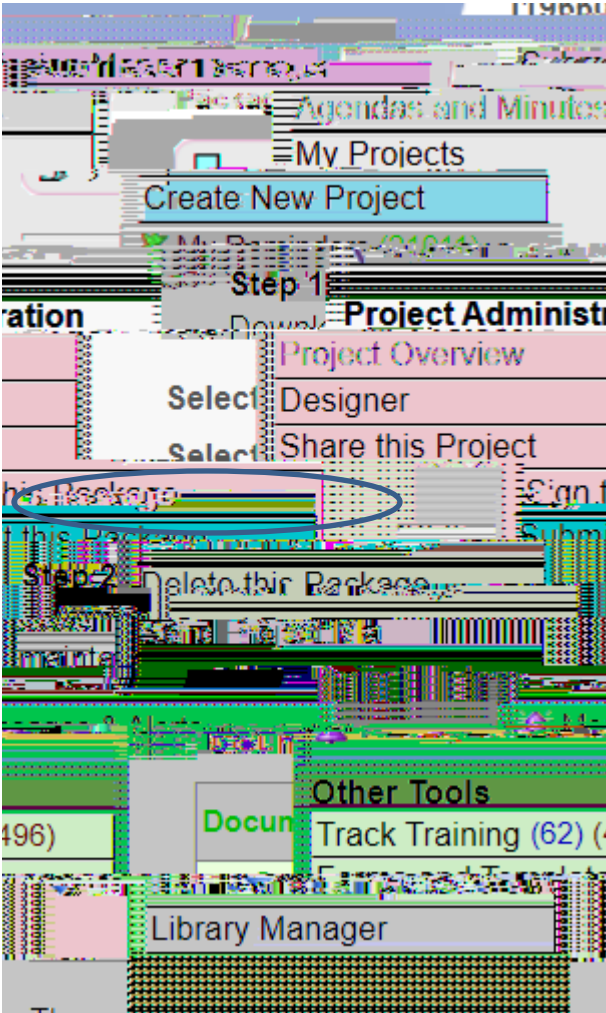


IRBNet Quick Reference Guide for COI Disclosures



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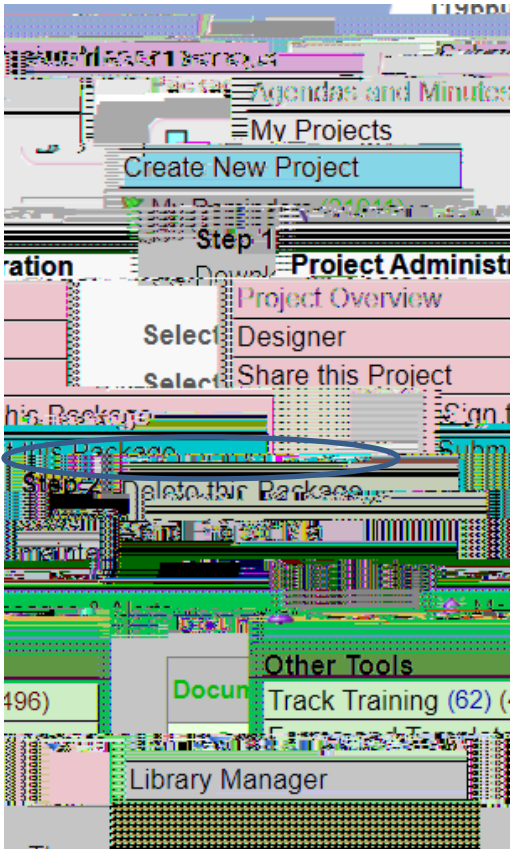
Step 6 –Click - [SIGN THIS PACKAGE](#) to electronically sign your forms.



IRBNet Quick Reference Guide for COI Disclosures

Step 7 – Click – [SUBMIT THIS PACKAGE](#)

- x Select “Old Dominion University Conflict of Interest” from the “Search for Organization” drop-down menu.
- x Be sure all documents are attached and in final form.
- x Once you “SUBMIT,” the submission cannot be edited unless you contact the Office of Research.



[1966087-1] J Doe COI Disclosure

itted to electronically record their review

given access to view your electronic documents. Each Board will also be perm

Step 8 – Click [Study OVERVIEW](#) to review what has been sent. Study will be under “Pending Review” status until the review has been completed.

- x 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**,

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 [REVIEWS](#). 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.