

University of Phoenix

**Institutional
Review
Board
IBRNet
Registration
Guide**

Institutional Review Board (IRBNet) Content Areas

[Have you used IRBNet before?](#)

[New User Registration for IRBNet](#)

[Initiating a New IRB Project \(Submission\)](#)

[Having Registration Troubles?](#)

Important Notice

The School of Advanced Studies will be transitioning from the current Institutional Review Board (IRB) submission process to IRBNet starting November 3, 2014. Dissertation Chairs and students who are currently in the IRB process will be able to continue to submit to irbchairs submissions@phoenix.edu until January 1, 2015.

However, starting November 3, 2014 students making a new, initial submission must submit via IRBNet to (www.irbnet.org) the Institutional Review Board. Again, additional registration and submission guidance will be available through the IRBNet portal for students and faculty members on November 3, 2014.

All submissions made to IRBNet must use the Institutional Review Board Forms that are housed in the IRBNet system. Do not use any of the IRB forms that are located in the SASweb for IRBNet.

Have you used IRBNet before?

Current IRBNet Users do not need to create a separate registration for University of Phoenix. Each new project or submission to IRBNet will need to be affiliated with University of Phoenix. Follow the below Steps.

1. Login from www.irbnet.org.
2. Select “User Profile” from the top right corner of the screen.
3. Add University of Phoenix as your organizational affiliation. Search for “University of Phoenix” in the organization search box, with the “research institutions” check box selected. Select “University of Phoenix, Tempe, AZ” as your organization.
4. Enter your Contact Information, including your university of phoenix email address, which will be used for communications related to your University of Phoenix IRB projects.

The screenshot displays the IRBNet user interface. At the top right, there are links for 'USER PROFILE' and 'LOGOUT'. A blue arrow points to the 'USER PROFILE' link. The main content area shows the 'My Projects' workspace, which includes a search bar and a table of projects. The table has columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Board Action, and Effective Date. A single project is listed with the title 'The Development of Doctoral Students' and Principal Investigator 'Gavin'.

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
677428-1	The Development of Doctoral Students	Gavin	Work in progress (Not submitted)		

[Go to Institutional Review Board \(IRBNet\) Content Areas](#)

New User Registration for IRBNET

Step One


IRBNet Innovative Solutions for Compliance and Research Management

Login: Username Password Login

New User Registration | Forgot Your Password?

Home | The IRBNet Difference | Demo | Contact Us | FAQ

Comprehensive Solutions



The Industry's Most Complete Solution
IRBNet's unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

Flexible, Intuitive and Easy to Use
Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

Secure, Reliable and Cost-Effective
IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

Test Drive IRBNet
See for yourself...
[Demo](#)

Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."
- Bruce Day
Director, Office of Research Integrity
Marshall University

[Next](#)

Enter www.irbnet.org into your internet browser.

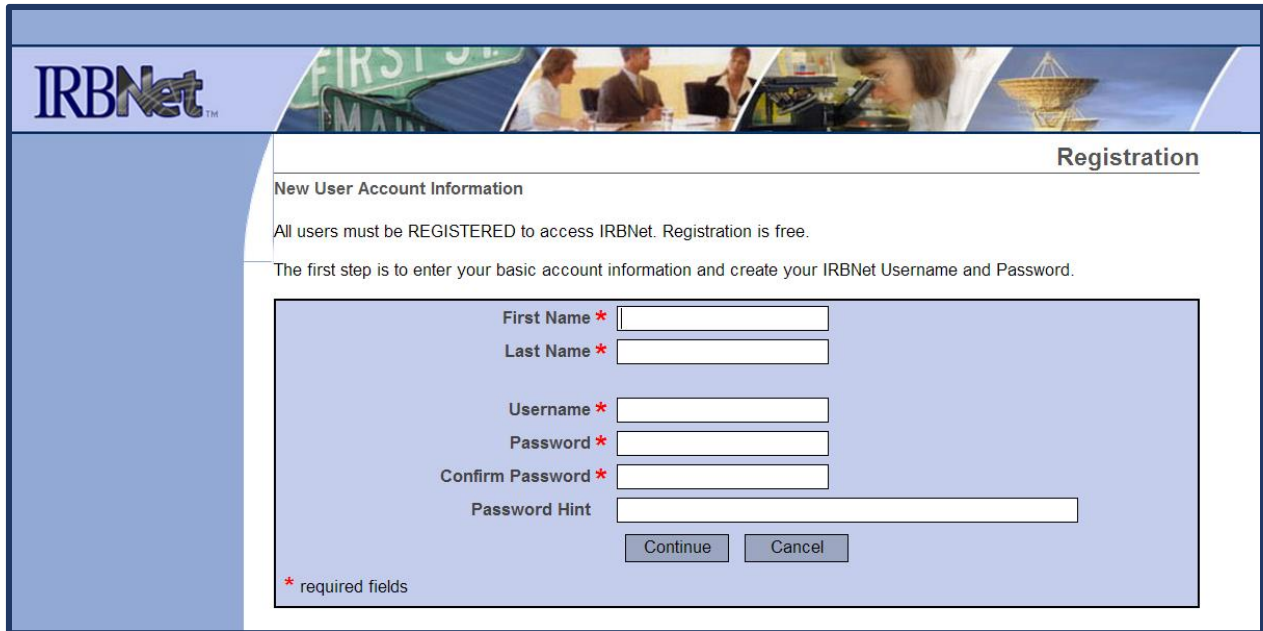
Select the hyperlink in the upper right-hand corner "New User Registration".

Scroll Down to the next page



New User Registration for IRBNET (Continued)

Step Two



The screenshot shows the IRBNet registration interface. At the top left is the IRBNet logo. The page title is 'Registration'. Below the title is the section 'New User Account Information'. A message states: 'All users must be REGISTERED to access IRBNet. Registration is free. The first step is to enter your basic account information and create your IRBNet Username and Password.' The form contains the following fields: 'First Name *', 'Last Name *', 'Username *', 'Password *', 'Confirm Password *', and 'Password Hint'. There are 'Continue' and 'Cancel' buttons at the bottom of the form. A legend indicates that '*' denotes required fields.

Enter the * required fields information. Please enter your official UOPX student or faculty name.

Do not forget to write down your Username and Password.

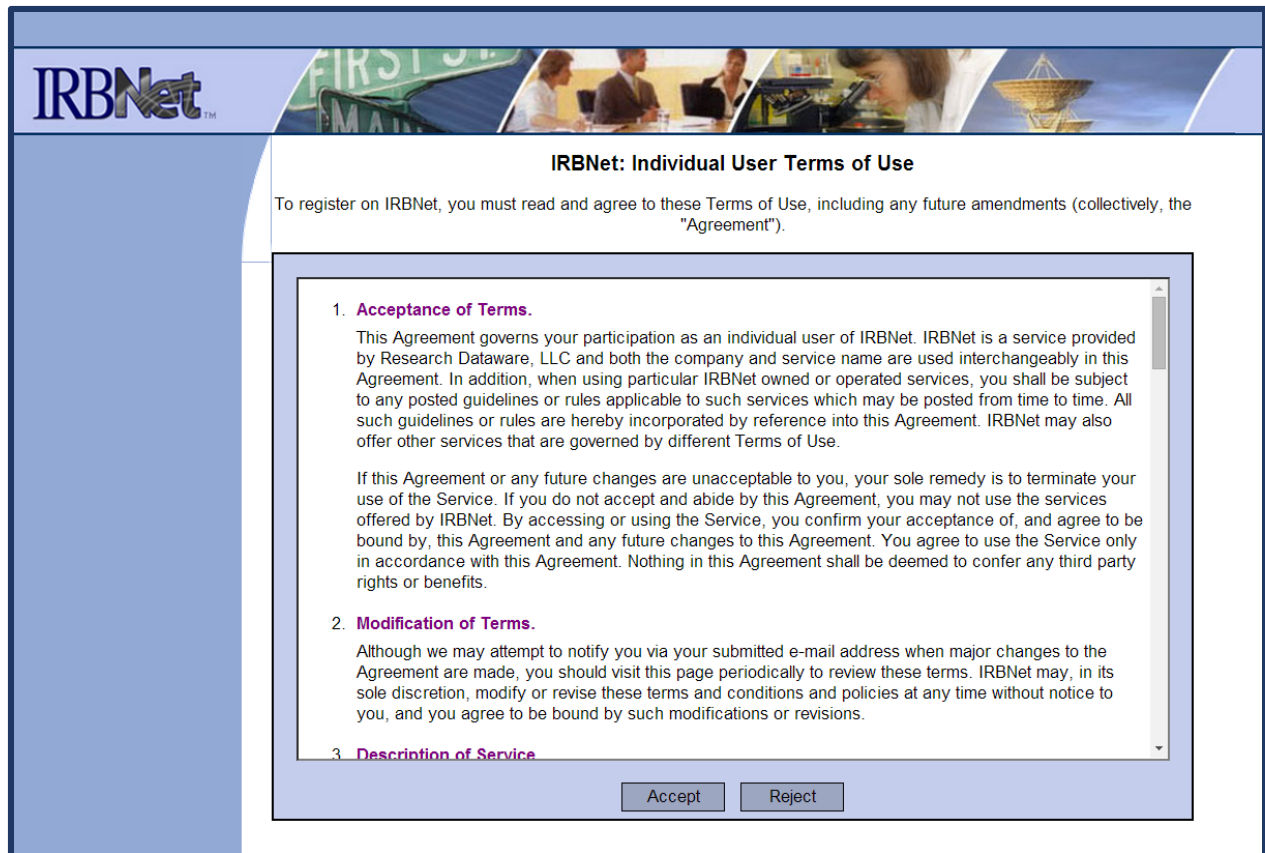
Once you have completed the required fields, select the “**Continue**” button to continue.

Scroll Down to the next page



New User Registration for IRBNET (Continued)

Step Three



The screenshot shows the IRBNet registration interface. At the top left is the IRBNet logo. A banner image at the top right shows people in a meeting and a satellite dish. The main heading is "IRBNet: Individual User Terms of Use". Below this is a paragraph stating that users must read and agree to the Terms of Use. A scrollable text box contains the following sections:

- 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**

At the bottom of the scrollable box are two buttons: "Accept" and "Reject".

Review the “IRBNet: Individual User Terms of Use”.

Select “Accept” button if you agree and “Reject” if you do not agree to the terms to continue.

Scroll Down to the next page



New User Registration for IRBNET (Continued)

Step Four

The screenshot shows the IRBNet Registration page. The header includes the IRBNet logo and a navigation bar with 'Registration'. The main content area is titled 'Add Affiliation' and contains instructions: 'Specify the organization with which you are affiliated. If you are affiliated with more than one organization, you may add additional affiliations after you complete the registration process by logging in to IRBNet and accessing your User Profile.'

The search interface includes a text input field for 'Search for an organization', 'Search' and 'Clear' buttons, and a section for 'Organization types to display' with checkboxes for 'Research Institutions' (checked), 'Boards', and 'Sponsors', along with a 'Display' button.

The search results list the following organizations:

- 3M Health Care, St. Paul, MN
- A.T. Still University, Mesa, AZ
- Abbvie, North Chicago, IL
- Abilene Christian University, Abilene, TX
- Abt Associates Inc, Cambridge, MA
- Abt Associates, Cambridge, MA
- Abt SRBI, New York, NY
- Abused Adult Resource Center, Bismarck, ND
- Acacia Network, New York, NY
- Accent Physical Therapy, pc, Syracuse, NY
- Ackerman Academy of Dermatopathology, New York, NY
- Ackerman Academy of Dermatopathology, New York, NY

Below the list, it states: 'If you do not see your organization listed you may [add a new organization](#).'

At the bottom of the search results area are 'Continue' and 'Cancel' buttons. A legend indicates '* required fields'.

Choose “**University of Phoenix, Tempe AZ**” from the list of organizations as your affiliation.

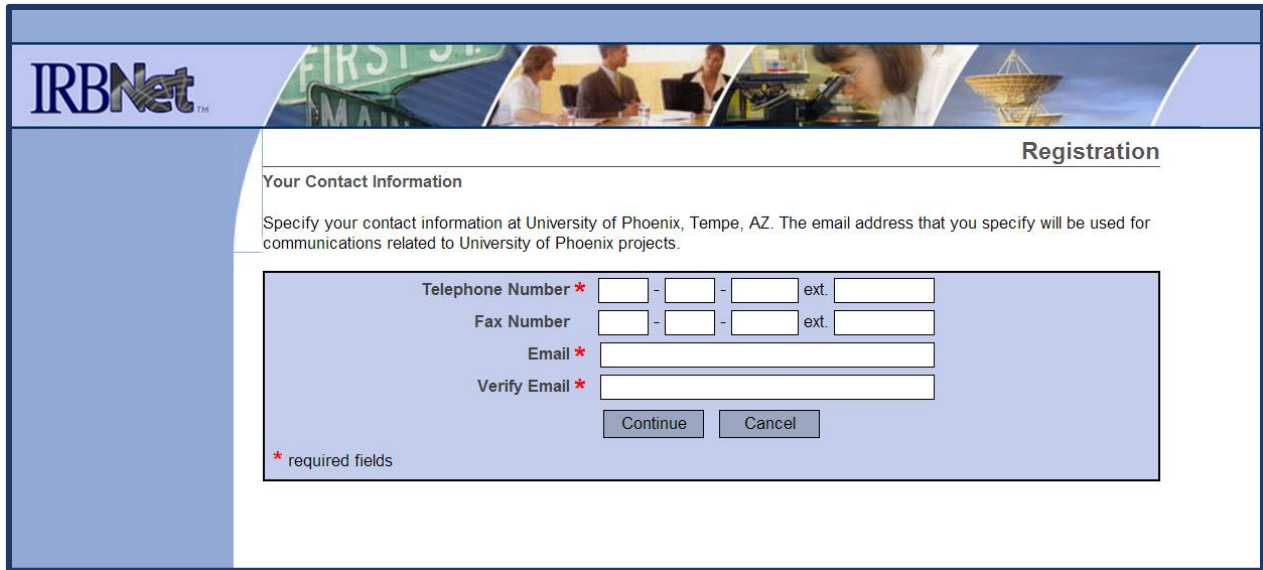
Select the “**Continue**” button to continue.

Scroll Down to the next page



New User Registration for IRBNET (Continued)

Step Five



The screenshot shows the IRBNet registration interface. At the top left is the IRBNet logo. The page title is "Registration". Below the title is the section "Your Contact Information". A note states: "Specify your contact information at University of Phoenix, Tempe, AZ. The email address that you specify will be used for communications related to University of Phoenix projects." The form contains the following fields:

- Telephone Number * (with three input boxes for area code, number, and extension)
- Fax Number (with three input boxes for area code, number, and extension)
- Email *
- Verify Email *

At the bottom of the form are "Continue" and "Cancel" buttons. A legend indicates "* required fields".

Enter the * required fields information. **Please use your official UOPX email and contact information.**

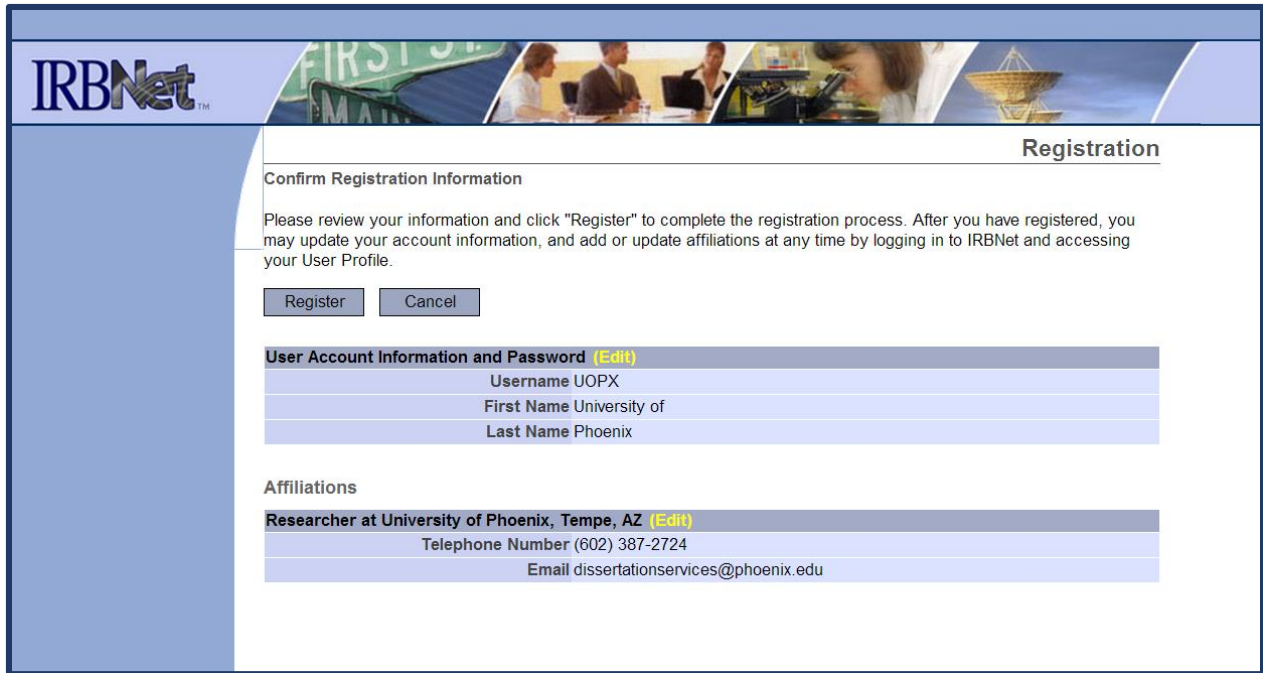
Select the "Continue" button to continue.

Scroll Down to the next page



New User Registration for IRBNET (Continued)

Step Six



The screenshot shows the IRBNet registration interface. At the top left is the IRBNet logo. The page title is "Registration". Below the title is a section titled "Confirm Registration Information" with a paragraph of instructions. There are two buttons: "Register" and "Cancel". Below this are two sections: "User Account Information and Password (Edit)" and "Affiliations".

User Account Information and Password (Edit)	
Username	UOPX
First Name	University of
Last Name	Phoenix

Affiliations	
Researcher at University of Phoenix, Tempe, AZ (Edit)	
Telephone Number	(602) 387-2724
Email	dissertationservices@phoenix.edu

Review and confirm your contact information.

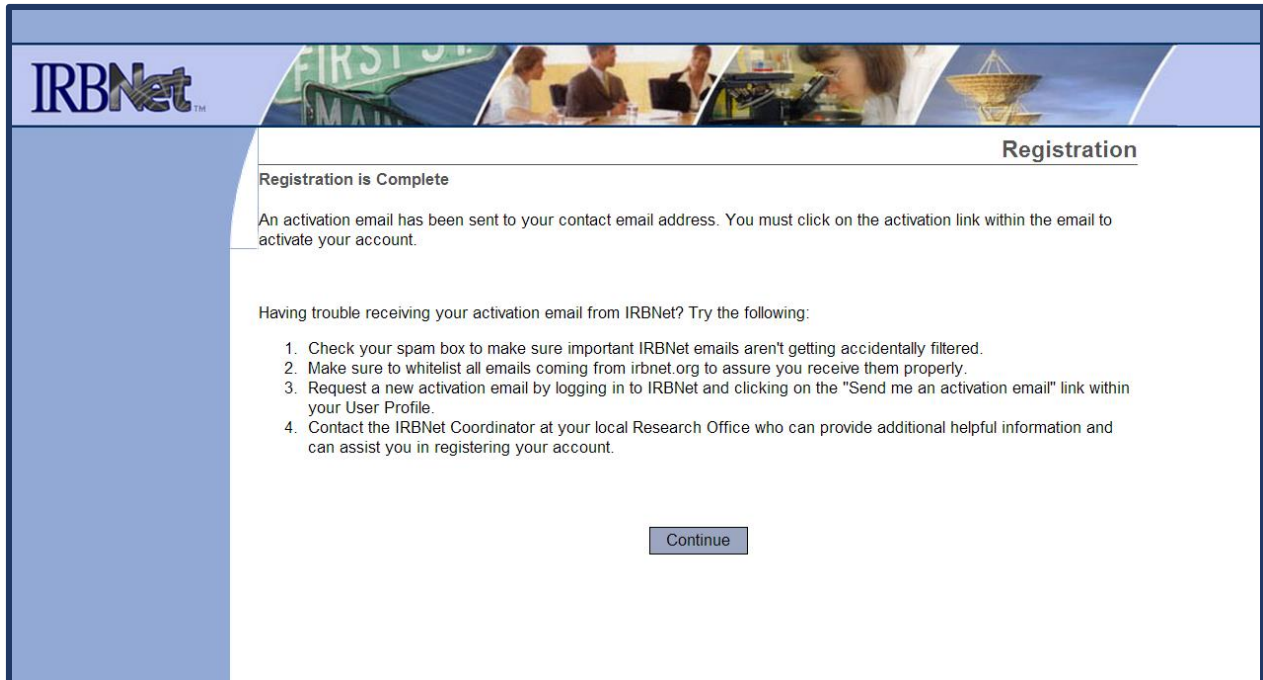
Select the "Register" button to continue.

Scroll Down to the next page



New User Registration for IRBNET (Continued)

Step Seven



The screenshot shows the IRBNet website interface. At the top left is the IRBNet logo. The top right corner of the page has the word "Registration" in a blue header. The main content area has a white background with a blue border on the left. The text reads: "Registration is Complete" followed by "An activation email has been sent to your contact email address. You must click on the activation link within the email to activate your account." Below this is a section titled "Having trouble receiving your activation email from IRBNet? Try the following:" followed by a numbered list of four steps: 1. Check your spam box to make sure important IRBNet emails aren't getting accidentally filtered. 2. Make sure to whitelist all emails coming from irbnet.org to assure you receive them properly. 3. Request a new activation email by logging in to IRBNet and clicking on the "Send me an activation email" link within your User Profile. 4. Contact the IRBNet Coordinator at your local Research Office who can provide additional helpful information and can assist you in registering your account. At the bottom center of the page is a grey button labeled "Continue".

Review all of the information on this page.

Select the "Continue" button to continue.

[Go to Institutional Review Board \(IRBNet\) Content Areas](#)

Initiating a New IRB Project

Step One

IRBNet Innovative Solutions for Compliance and Research Management

Username Password Login

New User Registration | Forgot Your Password?

Home | The IRBNet Difference | Demo | Contact Us | FAQ

Comprehensive Solutions

The Industry's Most Complete Solution
IRBNet's unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

Flexible, Intuitive and Easy to Use
Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

Secure, Reliable and Cost-Effective
IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

Test Drive IRBNet
See for yourself...
Demo

Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."
- Bruce Day
Director, Office of Research Integrity
Marshall University
Next

Enter www.irbnet.org into your internet browser.

Login with your Username and Password.

Forgot your password? Select the hyperlink **"Forgot your password?"**.

Scroll Down to the next page



Initiating a New IRB Project (Continued)

Step Two

USER PROFILE LOGOUT

IRBNetTM

Welcome to IRBNet
University of Phoenix

My Projects
Create New Project
My Reminders

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 up to date. [Learn More](#)

Search: Search By Tag:

Search Clear

0 - 0 of 0 10

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

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
There are no projects to display.					

0 - 0 of 0 10

For a new Initial Submission – Select the button “Create New Project”.

Scroll Down to the next page



Initiating a New IRB Project (Continued)

Step Three

USER PROFILE LOGOUT

IRBNet
Welcome to IRBNet
University of Phoenix

My Projects
Create New Project
My Reminders

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution:

Title: *

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

Keywords:

Sponsor:

You may specify an internal account number, billing identifier or reference number for this project.

Internal Reference Number:

* required fields

Enter the following required information for your project:

- Research Institution = “University of Phoenix, Tempe, AZ”
- Title = Enter your full title of your research project or dissertation.
- First Name and Last Name = Enter your official UOPX student or faculty name.
- Degree = Enter your highest conferred degree.
- Keywords = Enter the appropriate keywords for your research project or dissertation.
- Sponsor = Enter your funding organization. See note below.

***Sponsored studies are usually ones that are funded by a group or organization. If the study is not funded, please leave this blank. As a part of your IRB Submission Packet, please upload a copy of the funding authorization as documentation. This field may be left blank for doctoral dissertations.**

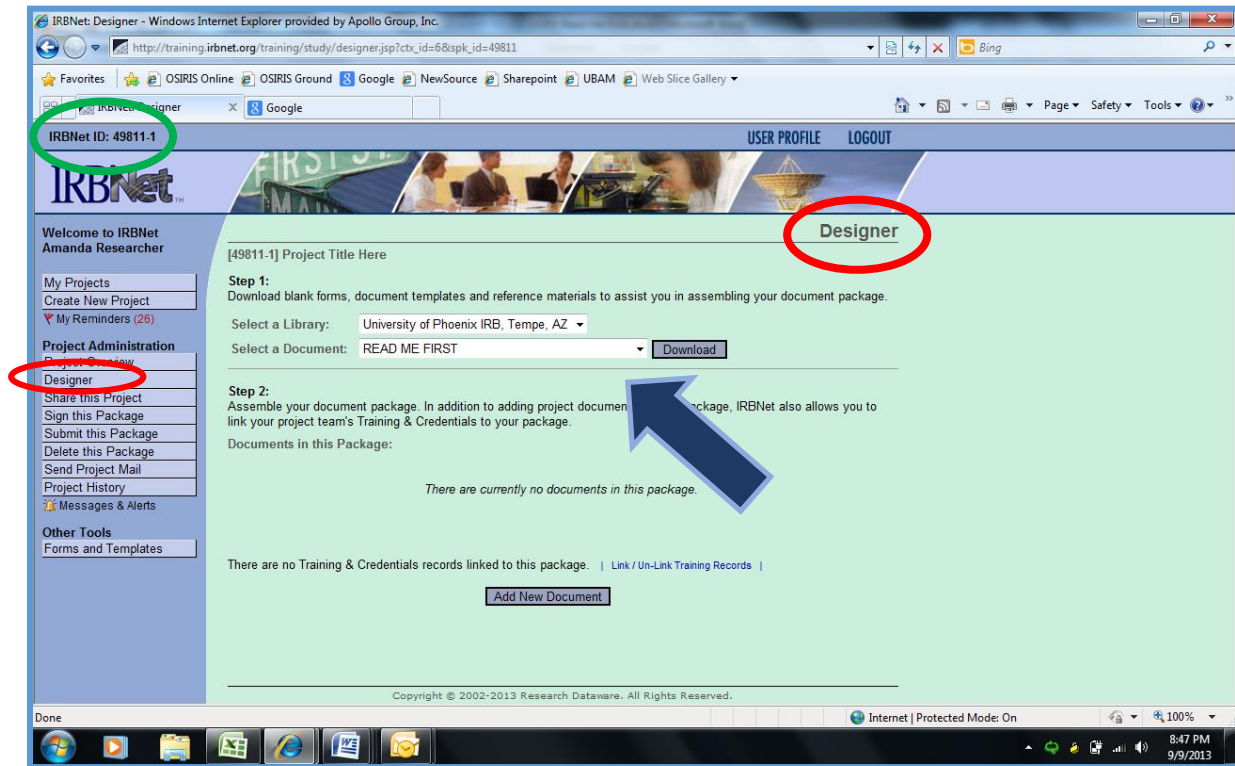
- Internal Reference Number = **Quality Review Method’s manuscript number for Doctoral Students.** Leave blank for other research projects.

Click the “Continue” button. This will automatically save the information you entered.

Scroll Down to the next page



Initiating a New IRB Project (Continued) Step Four



Under the section heading **Step 1: Select a Library:** Choose “University of Phoenix IRB, Tempe, AZ.” from the drop down menu.

Next, under the section heading **Step 1: Select a Document:** Choose “Read Me First: Designing your IRB Project”. **Download and Review the “READ ME FIRST” guide.** You are now ready to begin designing your project for the Institutional Review Board.

***Prior to your first submission, please download and read the “READ ME FIRST” guide.**

The “READ ME FIRST: Designing your IRB Project” guide provides detailed submission instructions including; how to design your IRB Packet, sharing your project, signing your IRB Packet and submitting your IRB Packet to the UOPX Institutional Review Board.

[Go to Institutional Review Board \(IRBNet\) Content Areas](#)

Having Registration Troubles

Step One

Contact your Dissertation Chair for support.

Step Two

Institutional Review Board Contact Information	
Direct Line: 602.713.7160 or 1.800.366.9699 Ext. 7137160	Email: IRB@phoenix.edu

[Go to Institutional Review Board \(IRBNet\) Content Areas](#)