



IRBNet **Department Chairs/Department Review** **(www.irbnet.org)**

Exclusive use of IRBNet for all FAU IRB protocol actions will be required effective **June 1, 2009**. As in the “paper world” your signature (now electronic) will be required before your faculty, staff or students can submit studies to the IRB. The IRB encourages you to notify your faculty, staff and students how much lead time you, the Department and the College requires for these internal reviews. We have compiled a few points to help guide you in reviewing and signing studies in IRBNet.

- ❖ **Register with IRBNet:** www.irbnet.org
- ❖ **How will you know which studies need your attention?** An automatic email will be sent to you from the researcher alerting you that they have a study ready for review.
 - When you log-in to IRBNet, you will see an index named Study Manager, with a list of studies for your Department or College.
 - You can sort by status (at the arrows next to the word), and anything you see that says ‘work in progress’ needs your review.
 - If the status shows ‘pending review’ or any other status, the PI has already submitted to the IRB. If it has been submitted without your electronic signature, the IRB office will return the package to the researcher to secure required Department/College signatures.
- ❖ **Review your Faculty’s IRB Submissions:** In the Study Manager screen, click on the title of the study that requires your review. Click on the “Designer” button on the left to open and review all documents. Note that an assurance statement is included at the bottom of the IRB’s forms.
- ❖ **Electronically Sign IRB Submissions:** After you review the forms that have been submitted, click the “sign” button on the left of the screen. You will see an attestation statement and a drop-down box where you select your signatory role (e.g., Department Chair, Dean, etc.) Electronically signing the submission indicates that you agree to abide by the assurance statement on the appropriate form. The researcher will receive an automatic e-mail noting that the study has been signed and is ready to be submitted to the IRB.
- ❖ If you are a signatory for your Department or College, as well as the researcher or a co-investigator on the study that is being submitted, then you must designate an alternative Supervising Authority signatory. The designated signatory cannot be your subordinate; he/she must have supervision over you.

As always, if you have any questions please contact the Research Integrity at extension 7-0777 for assistance.