5 Steps to Reviewing a Proposal as a Faculty Advisor or Department Chair

1. Login to IRBnet by going to www.irbnet.org. If you have not registered with IRBnet, follow the registration instructions.

   ![Login Page](image)

2. Click on the title of the proposal that you have been asked to review.

   ![Proposal Table](image)

3. Click the “Designer” button in the menu on the left hand side of the screen. This will bring you to the designer screen so you will be able to see all of the documents pertaining to this proposal. You can click on the blue links in the “Document Type” column to see the actual document.

   ![Documents Table](image)

4. After you have reviewed the proposal documents and you are ready to sign the proposal. Click the “Sign this Package” button in the menu on the left side of the screen. On the Signature screen you will choose your role “Advisor” or “Department Head”. Then click the “Sign” button.

   ![Signature Screen](image)

5. Finally, Click the “Send Project Mail” button in the menu on the left hand side of the screen. Send the Committee Chair a message to let them know that you have completed your review.