

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
If you have not registered with IRBNet, follow the registration instructions.



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

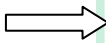
IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date	
108459-3	Double-Blind, Multicenter Phase 3 Study ...	Researcher	Adverse Event	Acknowledged	09/21/2009	
107645-1	A Phase 3, Randomized, Placebo-Controle...	Bird	New Project	Approved	05/28/2009	



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 in this Package:

Document Type	Description	Last Modified	
Consent Form	informed consent.doc	10/14/2009 07:26 AM	
Proposal	proposal.doc	10/14/2009 07:25 AM	
Questionnaire/Survey	measures.doc	10/14/2009 07:25 AM	



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.

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

I John Researcher, the assert that I have read the documents in this package in their entirety and agree that they are ready for submission.

OR If you must sign on behalf of someone who is not able to electronically sign for him/herself, enter **designee signer mode**.

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.