Sharing a Project

Guidance for sharing your project with the IRB
Go to IRBNet and login

Website address: www.irbnet.org
Locate the Project

Click “My Projects” to search for your protocol
Choose the Project

When you find your project that you wish to share, click on the project’s title.
Share this Project

On the left side click the “Share this Project” option.
Options
Click on the “Share” option

Share Project

[6600183] Innovative Test Project

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share**: Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with Full, Write or Read access.

- **Multi-site**: Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).

- **Transfer**: Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted Full access.
The box will automatically highlight “Northern Arizona University (NAU), Flagstaff, AZ”
Click on “Select Organization”
Sharing with NAU IRB

To share your project with the NAU IRB Office (required), type “NAU” in the “Search for a User” box, then click “Search.”

Specify the access that you wish to grant to each user at Northern Arizona University (NAU). You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read)**: Users whose only role is to sign off on project documentation should be granted “Read” access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.

- **Read**: Users that are granted “Read” access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.

- **Write**: Users that are granted “Write” access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.

- **Full**: Users that are granted “Full” access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automated email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User: nau
Under Access Type, select the “Full” option for the “IRB Office, Nau.” Then, select Save.

You may also type comments in the “Your Comments” box that will be sent to the party with whom you shared the project.
Sharing with team members and faculty advisors

To search for other research team members or your faculty advisor (required if you are a student), type their name in the “Search for a User” box and click “Search.”

Select the correct person from the list, then assign the desired rights under “Access Type.” (“Write” access is suggested for faculty advisors.)

Add a comment if you wish, then click “Save.” Repeat as needed to add additional personnel.
Completed

The page will refresh and list the users that now have access to your project

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share**: Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full, Write or Read** access.

- **Multi-site**: Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).

- **Transfer**: Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

<table>
<thead>
<tr>
<th>User Name</th>
<th>Organization</th>
<th>Access Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Hannah</td>
<td>Northern Arizona University (NAU), Flagstaff, AZ</td>
<td>Read</td>
</tr>
<tr>
<td>Nau IRB Office</td>
<td>Northern Arizona University (NAU), Flagstaff, AZ</td>
<td>Full</td>
</tr>
</tbody>
</table>
Questions? Contact us.

Select the IRB Office, NAU by clicking the appropriate box under Send Mail on the right. Type the subject in the Subject line and your message in the Message box. Then, click Send.
Questions? Contact us.

- If your project has not been opened in IRBNet, email the HRSP Office directly at IRB@nau.edu. Please add your last name and a project number to the subject line, if applicable.
- For hands-on assistance or more complex matters, call us at 928-523-9551.