

# IRBNet Sharing the Project with others

Step1: go into the project that you would like to share with an individual

The screenshot shows the IRBNet interface for project ID 1442338-2. The left sidebar contains navigation options like 'Submission Manager', 'Project Administration', and 'Other Tools'. The main content area displays project details: 'You have Full access to this project.', 'Research Institution Franciscan Alliance Inc., Mishawaka, IN', and 'Principal Investigator holliday, michelle'. A red arrow points from the 'Share this Project' button in the sidebar to a callout box on the right that says 'Select Share this Project'.

Step 2: After selecting "Share this Project" this page comes up, click Share

The screenshot shows the 'Share Project' page for the same project. It includes instructions on how to share the project with other researchers, committee members, administrators, and sponsors. A red arrow points from the 'Share' button in the instructions to a callout box on the right that says 'Select Share'. Below the instructions is a table showing the user 'Kathleen Kioussopoulos' with 'Full' access.

| User Name              | Organization                            | Access Type |
|------------------------|---|-------------|
| Kathleen Kioussopoulos | Franciscan Alliance Inc., Mishawaka, IN | Full        |

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Step 3: The page below comes up and "Franciscan Alliance Inc., Mishawaka, IN" comes up, click "Select Organization."

IRBNet ID: 1442338-2 USER PROFILE LOGOUT

Welcome to IRBNet Michelle Holliday

[1442338-2] fake new study 2

You may share this project with other users. Sharing a project consists of three steps:

1. Select an organization to display a list of users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization [Search] [Clear]

Organization types to display  Research Institutions  Boards  Sponsors [Display]

Select an Organization\*

- Fordham Tremont Community Mental Health Clinic, Bronx, NY
- Fordham University, New York City, NY
- FORE Foundation for Orthopaedic Research and Education, Tampa, FL
- Forrest General Hospital, Hattiesburg, MS
- Fort Hays State University, Hays, KS
- Foundation Surgical Hospital, San Antonio, TX
- Framingham Police Department, Framingham, MA
- Franciscan Alliance Inc., Mishawaka, IN

[Select Organization]

\* required fields

Select Franciscan Alliance Inc., Mishawaka, IN

Step 4: Type in the last name of the person that you would like to share the project with and what type of access you are allowing them to have. If you do not see their name listed this means that they probably have not registered with IRBNet

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[1442338-2] fake new study 2

Specify the access that you wish to grant to each user at **Franciscan Alliance Inc.**. 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 automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User: Rutan [Search]

| User         | Access Type  |
|--------------|--|
| Rutan, Jared | <input type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input checked="" type="radio"/> No Access |

One User found.

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

Your Comments [Text Area]

[Save] [Cancel]

Type in the last name of the person; their name will populate, you can give them full, write or read access and click "save."