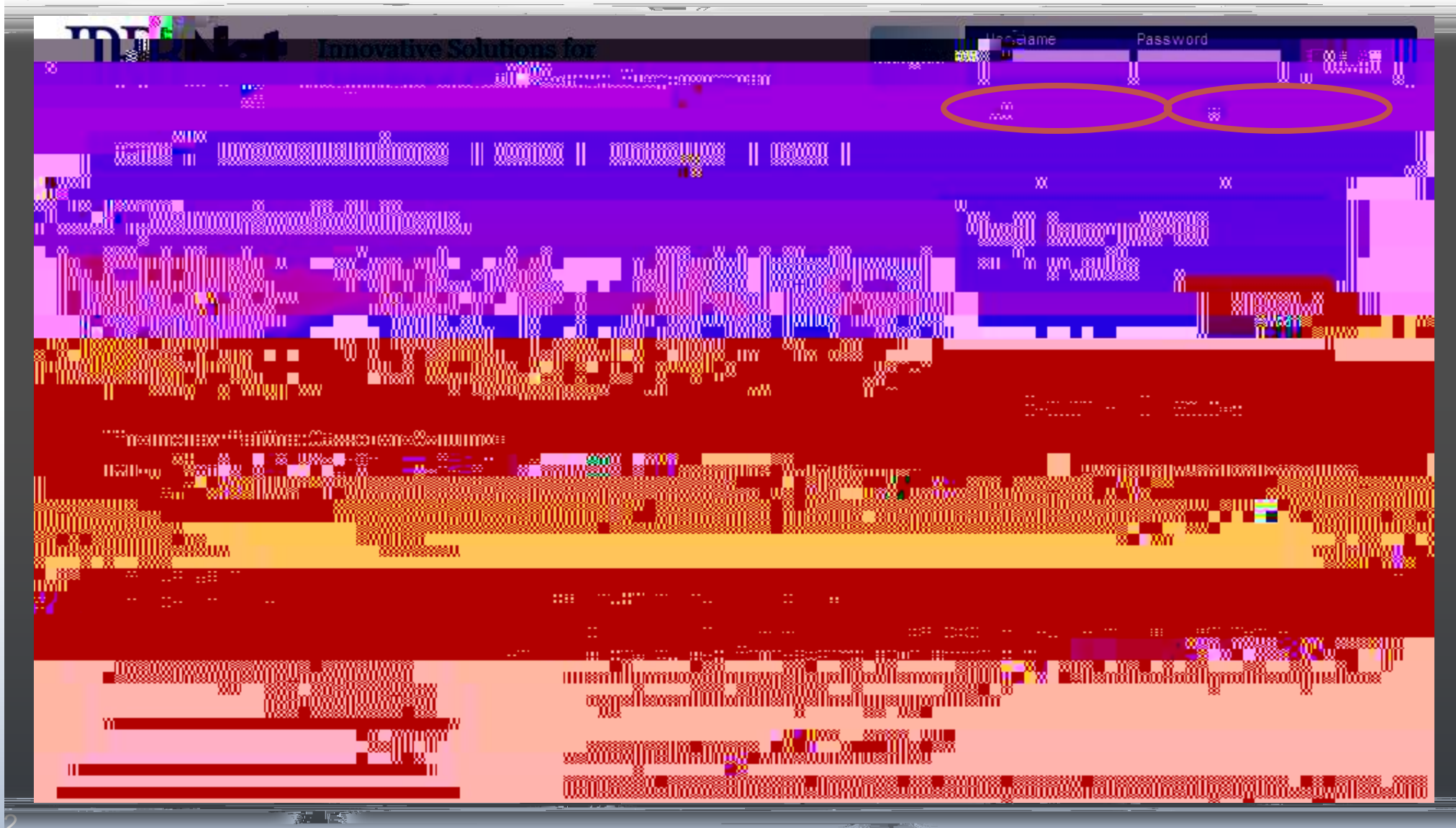




This Energizer covers how to register an account in IRBNet and

- Create and activate your account in IRBNet
- Manage your affiliations from your User Profile
- Add and submit necessary Training & Credential records
- Maintain your T&C records on an on-going basis





Terms of Use

To register on IRBNet, you must read and agree to these Terms of Use, including any future amendments (collectively, the "Agreement").

1. Acceptance of Terms.

This Agreement governs your participation as an individual user of IRBNet. IRBNet is a service provided by Researc Dataware, LLC and both the company and service name are used interchangeably in this Agreement. In addition, when using particular IRBNet owned or operated services, you may be subject to any posted guidelines or rules that are hereby incorporated by reference into this Agreement. IRBNet may also



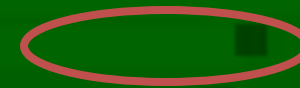


IPDRNet
FUNDING

Registration

Add

Specify the organization





INDINet™

Register

First Name
Last Name
Email
Phone Number

Continue Cancel

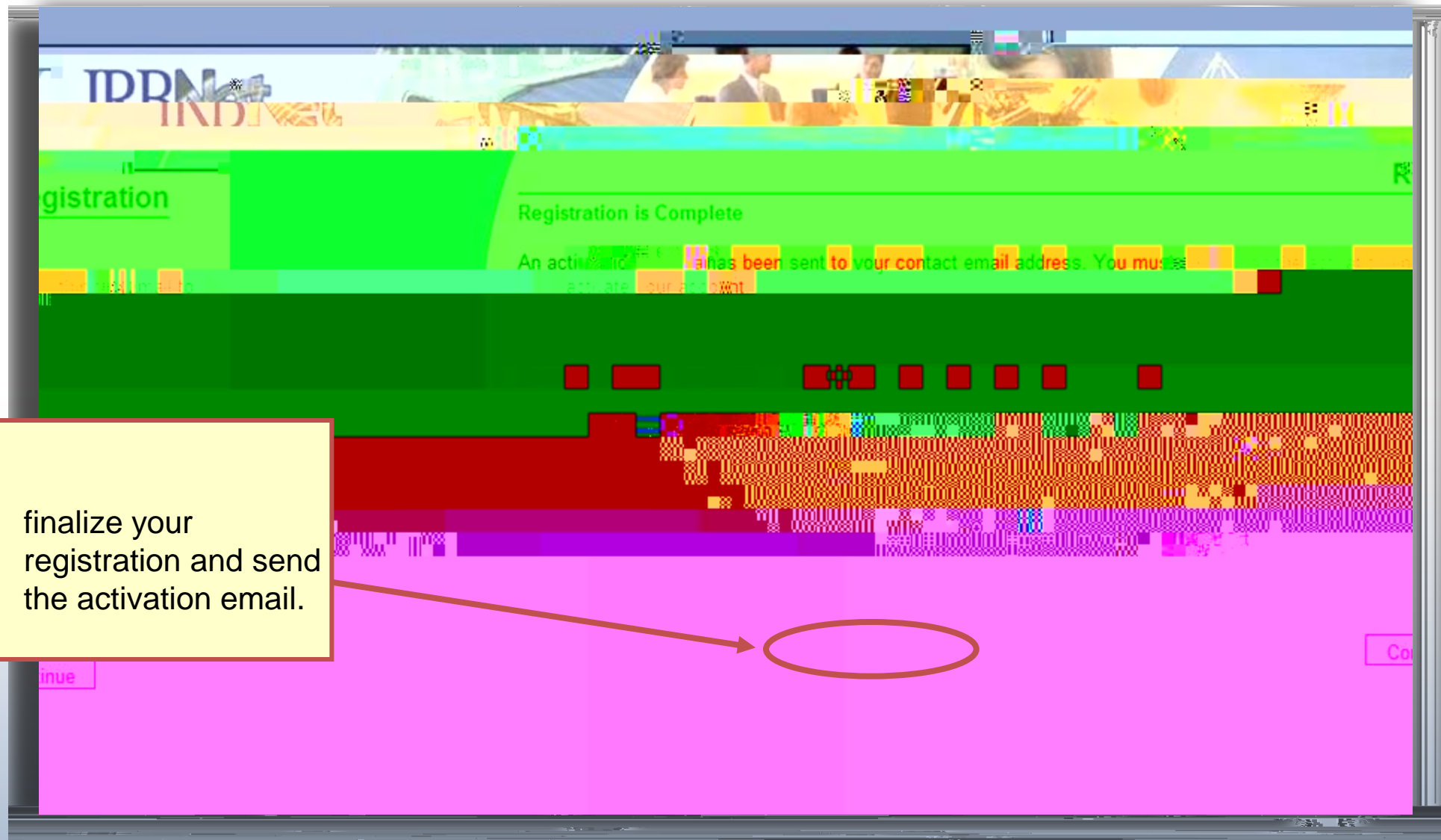
Use your institution-approved email to ensure that you receive your



The screenshot shows a web registration process. At the top, there is a header with the 'INDINEL' logo and a navigation bar. The main content area is titled 'Confirm Registration Information'. Below the title, there is a text prompt: 'Please review your information and click "Register" to create your user profile. You will receive an email from us to verify your account information and activate your user profile.' Below this text are several input fields, including 'User Name', 'Email', and 'Password'. A red circle highlights a button labeled 'Register'. To the right of the registration form, there is a large yellow rectangular box. At the bottom of the page, there is a footer with a logo and some text.



Once you finalize your registration, an activation email will be sent to your registered email address. You will need to click the link within that email to activate your account.

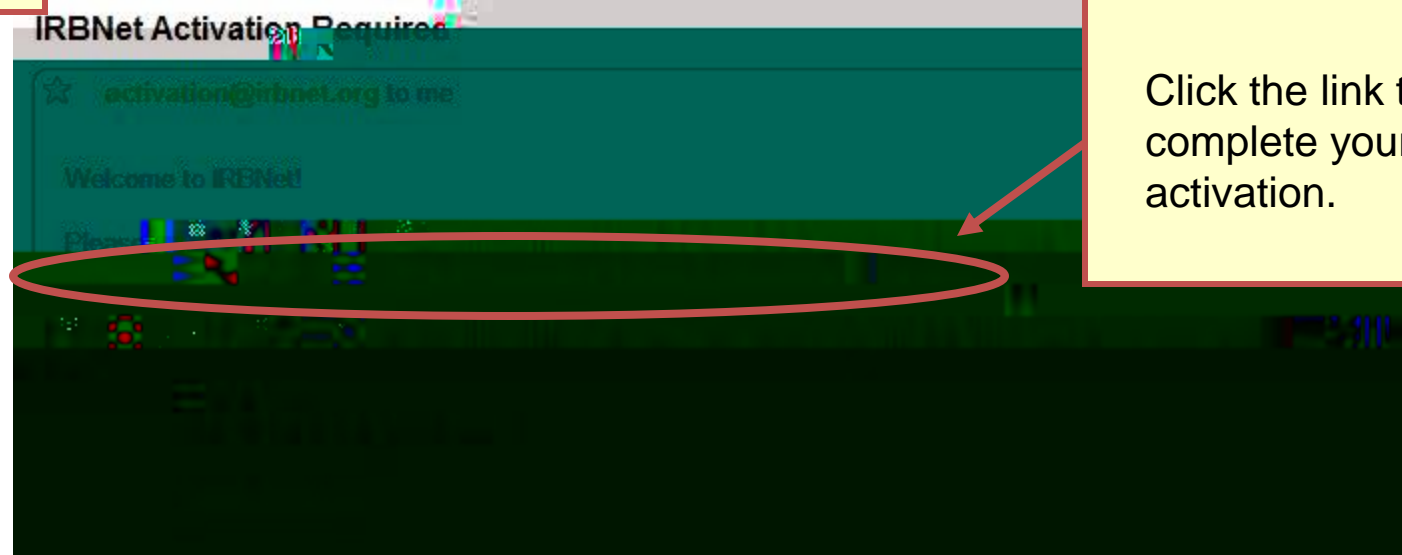




Complete Activation

Visit the inbox of your registered email address and click the link within the "IRBNet Activation Required" email to activate your account.

From your email inbox,
message.



Click the link to
complete your
activation.

Congratulations, you are now a member of the
National Research Network!





Add Training & Credential Records

Upload appropriate Training & Credential (T&C) documents to your User Profile, as required by your local institution.

The screenshot shows the 'User Profile' page with a navigation menu on the left. The main content area includes a 'Forms and Templates' section, a 'Personal Information and Password (Edit)' section with fields for 'User Name' (jresearcher), 'First Name' (John), and 'Last Name' (Researcher), and an 'Affiliations' section. In the 'Affiliations' section, there is a red button labeled 'Add an Additional Affiliation'. A red circle highlights this button, and a red callout box with an arrow pointing to it contains the text: 'Click here to upload T&C documents.'



Submit T&C Documents

Submit uploaded T&C documents to the correct committee, according to local committee SOPs.

The screenshot shows a user profile page with the following elements:

- Navigation menu: Project, My Reminders, My T&C Documents, My Affiliations, My Training Records, My Credentials, My Documents, My Settings, My Profile, My Account, My Security, My Notifications, My Alerts, My Reports, My Dashboard, My Home, My Logout.
- Header: and manage your Training & Credentials records.
- Message: Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.
- User Profile: User Name: jresearcher, First Name: John, Last Name: Researcher.
- Affiliations: Add Affiliation, Additional Affiliation.
- Affiliation Details: Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate), Telephone Number: (123) 456-7890, Email: irbdefault@mailinator.com.
- Training Records: Training Record.
- Footer: Copyright © 2015 ADNGU. All rights reserved. Terms of Service, Privacy Policy, Contact Us.

A yellow callout box with a red border contains the text: "Click to submit the document to your committee." An arrow points from this box to a red button labeled "Submit" at the bottom right of the page.



Your Committee Office can offer you assistance and training on IRBNet as well as advice on how to comply with important policies and standards as you use IRBNet.