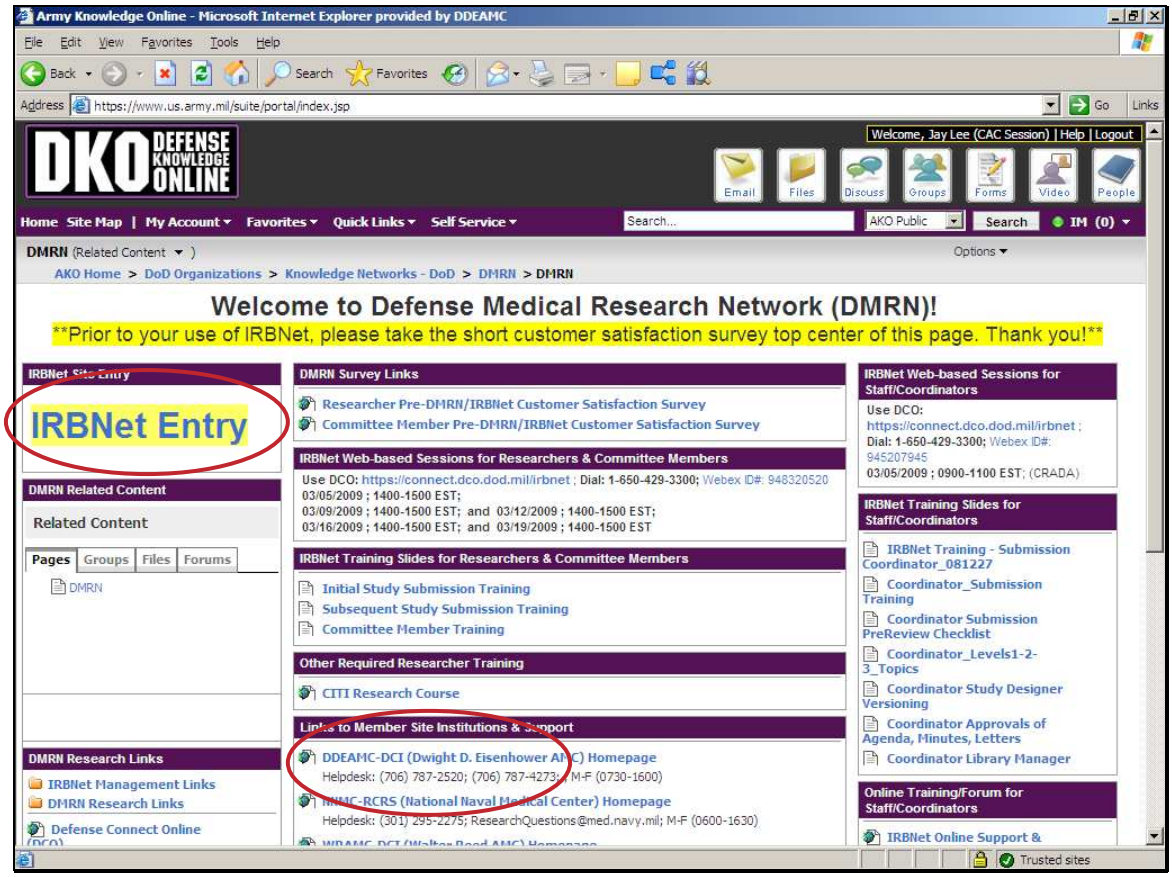
Publication Clearance Submission Instructions for IRBNet

All Research Protocol and Publication Clearance document submissions, to the DDEAMC Department of Clinical Investigation (DCI), must be submitted using the web based automated processing system called “IRBNet”. New users (with the exception of those who have been "pre-registered" by the DCI) will need to register in IRBNet in order to create and submit packages and to be available for “sharing” and “signing” of packages submitted by others for review or approval. Registration and sign on can be accomplished by going to the Defense Medical Research Network (DMRN) web page and clicking on "IRBNet Entry". Access to IRBNet is through AKO/DKO with CAC card or user/password entry. Using the following link will automatically direct you to AKO/DKO and upon sign in to the DMRN web page:

https://www.us.army.mil/suite/page/596540



The DMRN web page is a resource for all users of IRBNet. Anyone needing additional help with IRBNet submissions or issues can call the DDEAMC – DCI “Help Desk”.

When ready to begin, click on “IRBNet Entry” and follow the screen shots with instructions below.

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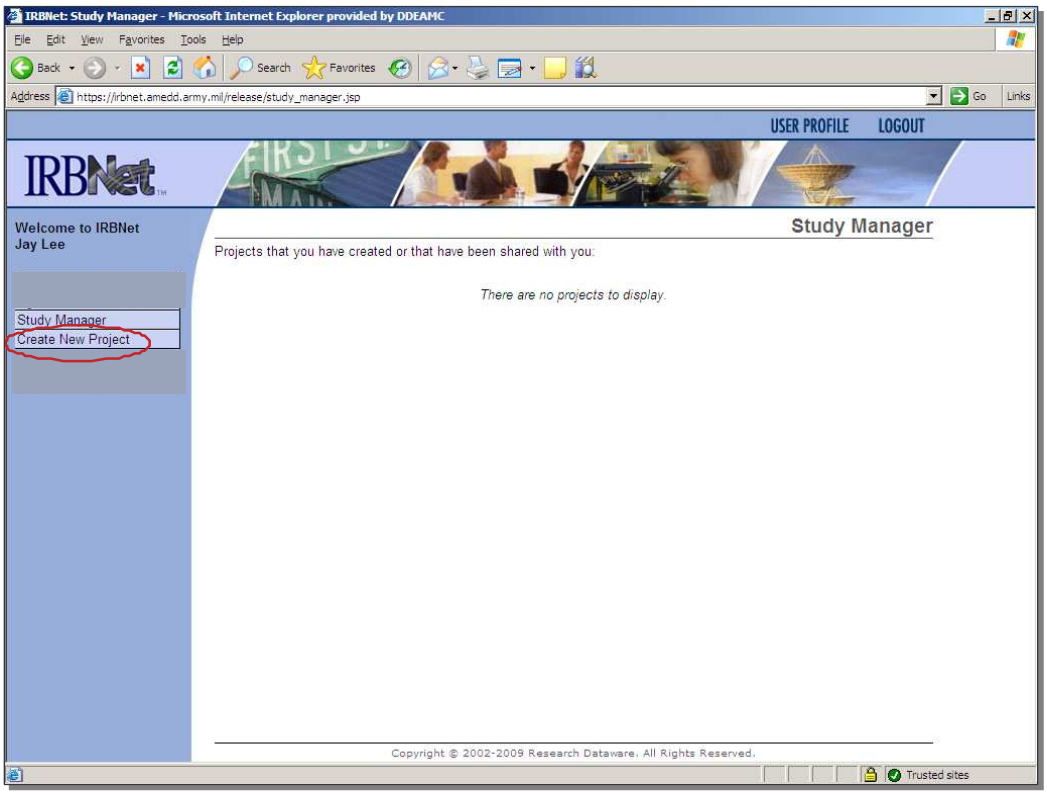
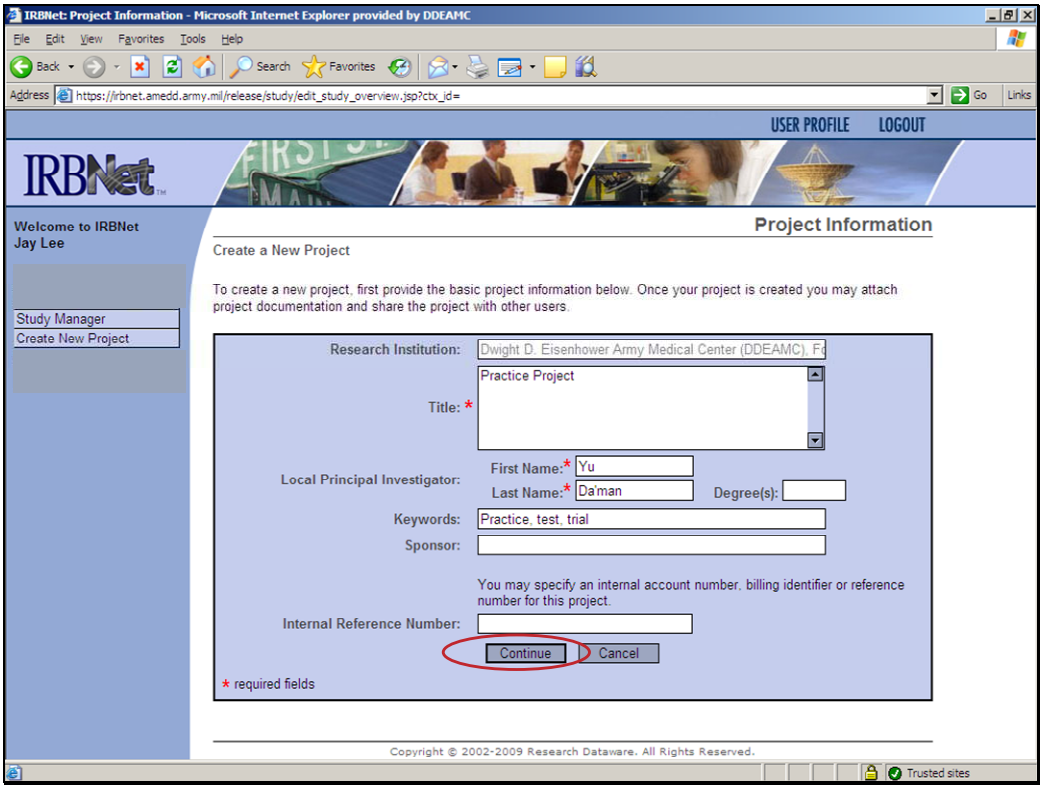


1. If you have not used IRBNet previously to create a project, your screen after sign in should look like this. However, if a project has been shared with you by someone, that project will appear on this screen. Click on "Create New Project" to begin.



2. Complete "required fields" as a minimum. Click "Continue".

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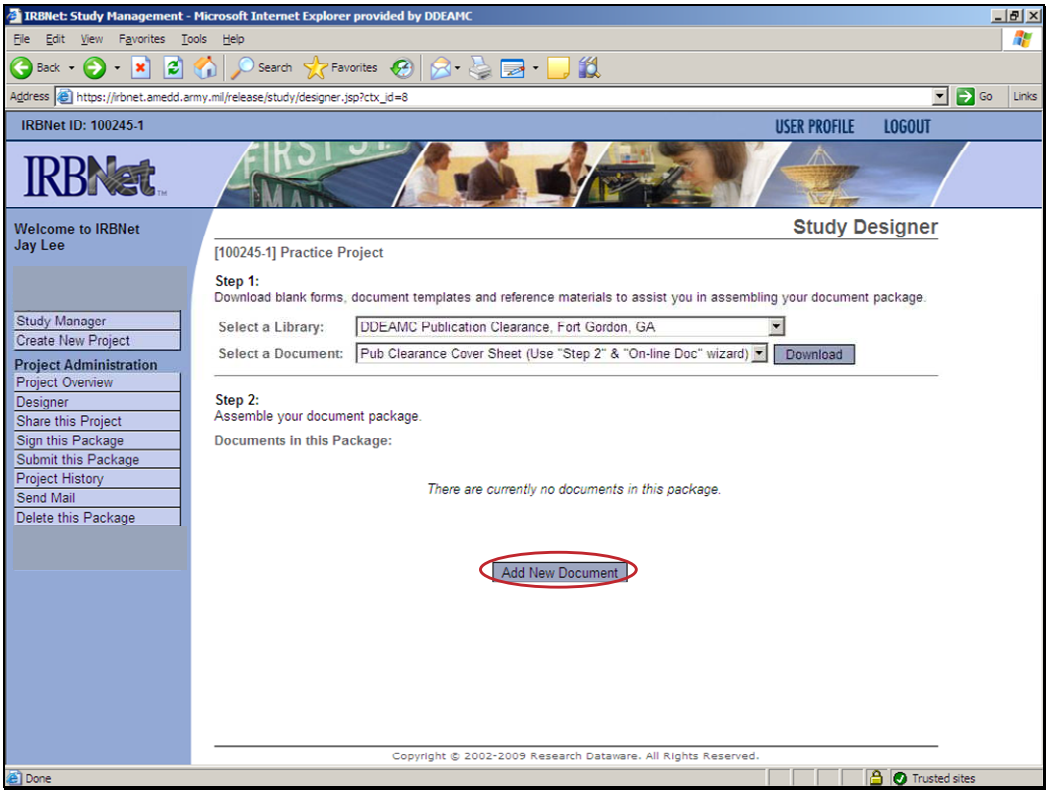
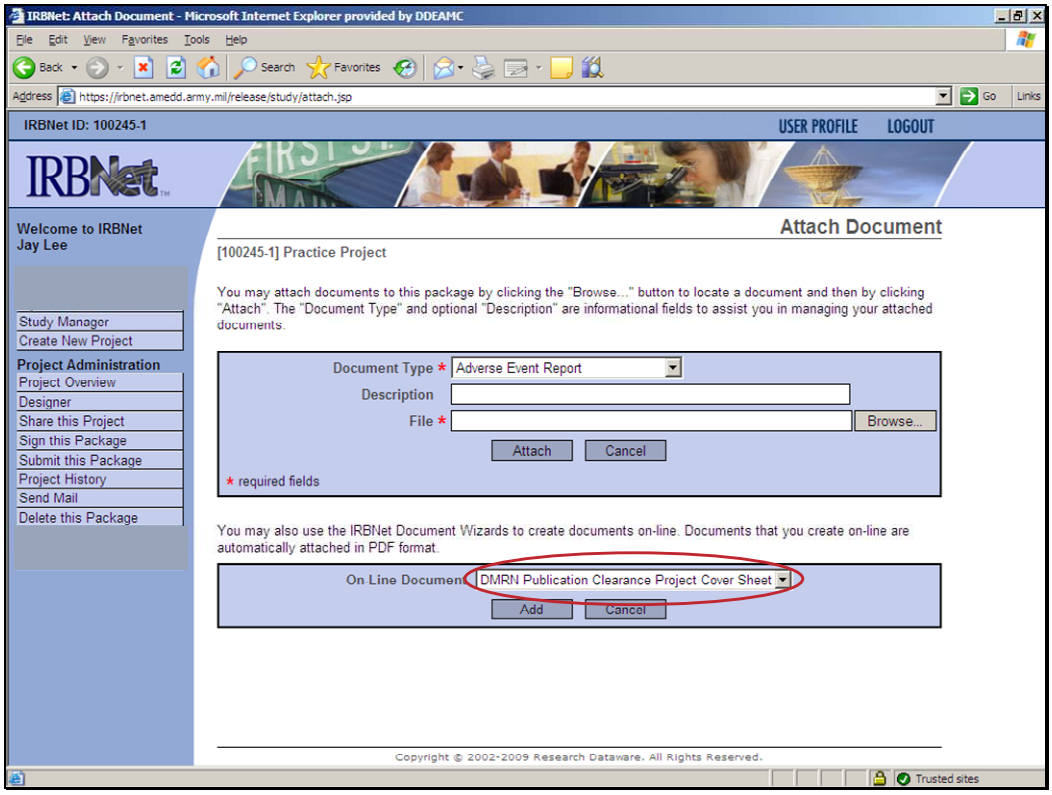


3. Select the "DDEAMC Publication Clearance Library" using the drop down box arrow. <u>Do not use</u> the cover sheet in "Select a Document". The cover sheet will be created using a document wizard at "Step 2". Click on "Add New Document".



4. Use arrow next to "On-Line Document" to select "DMRN Publication Clearance Project Cover Sheet". Click "Add".

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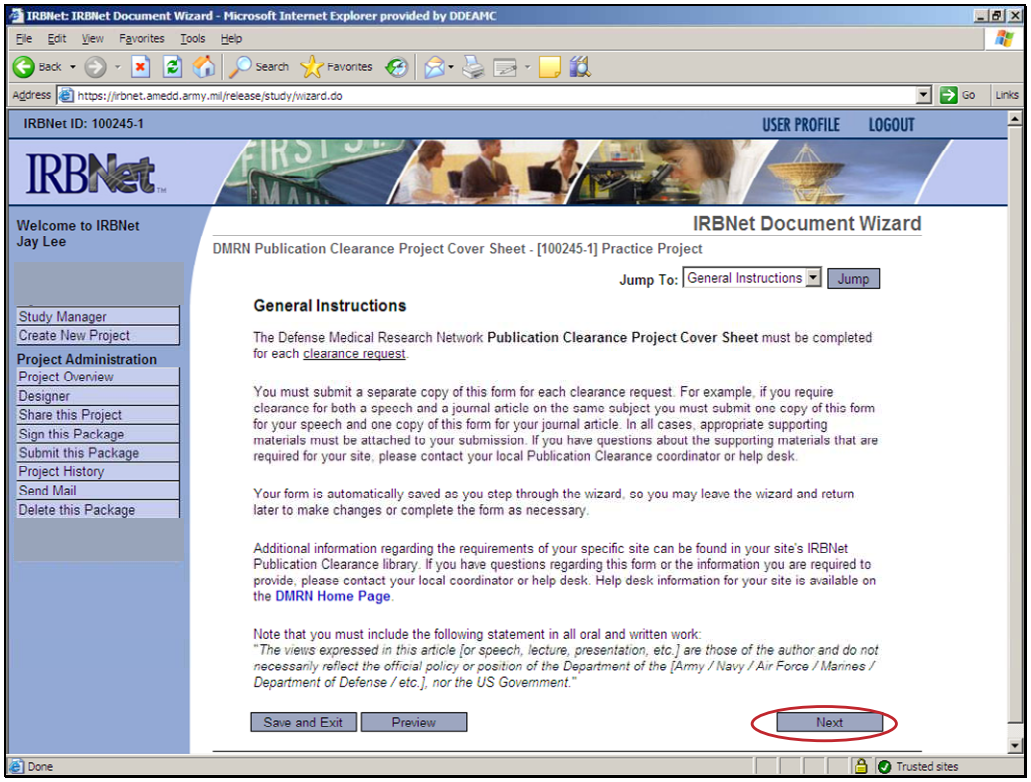
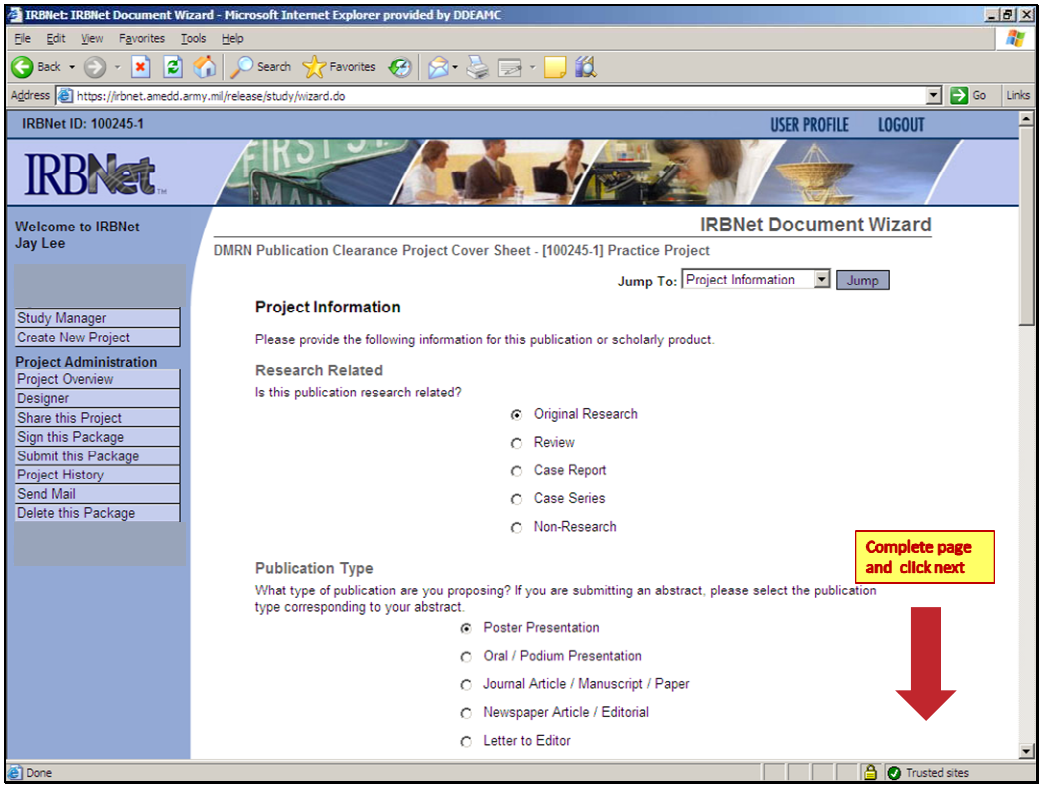


5. Follow instructions provided. Click "Next" to begin the wizard.



6. Choose applicable project information. Click "Next".

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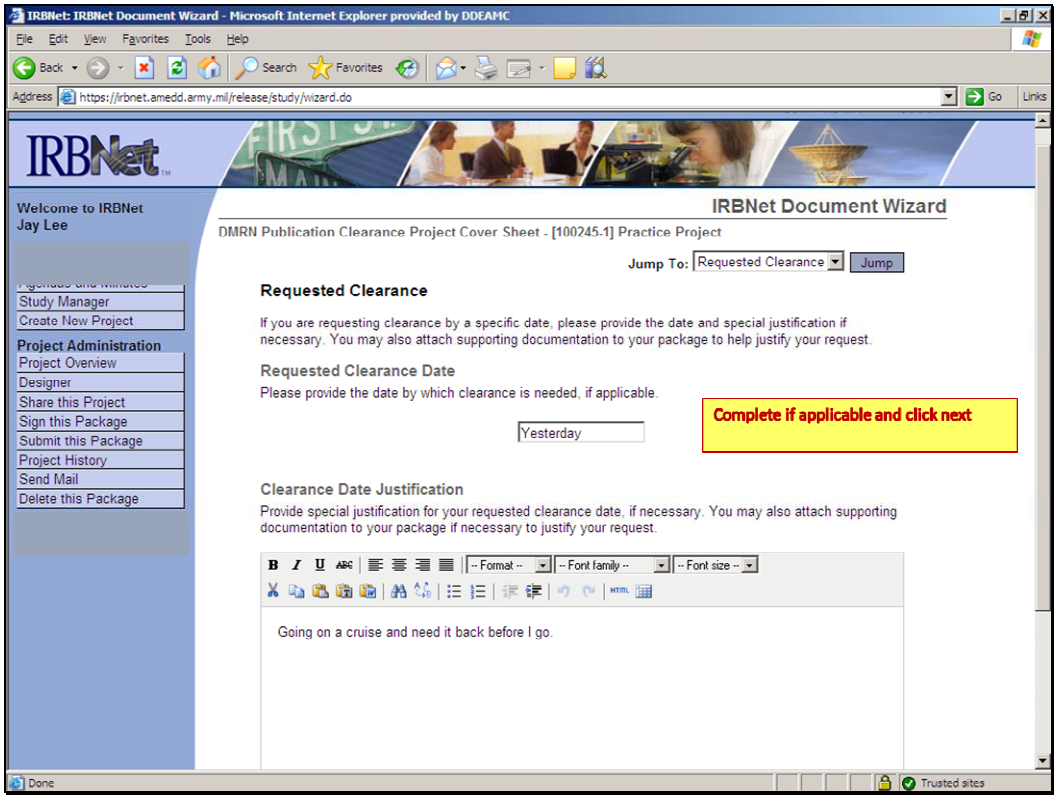
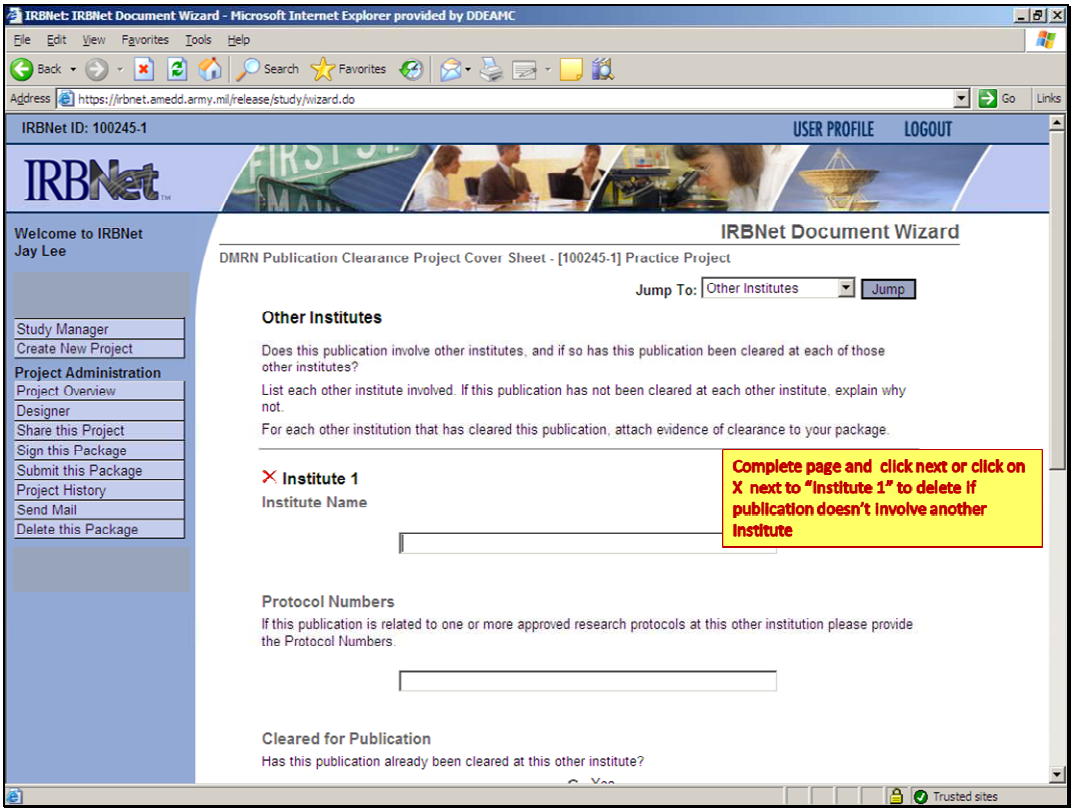


7. Complete this section if applicable. Click "Next".



8. Enter information if publication involves other institutions and click on "Next". If no other institutions are involved click on red "X" next to "Institute 1" to continue.

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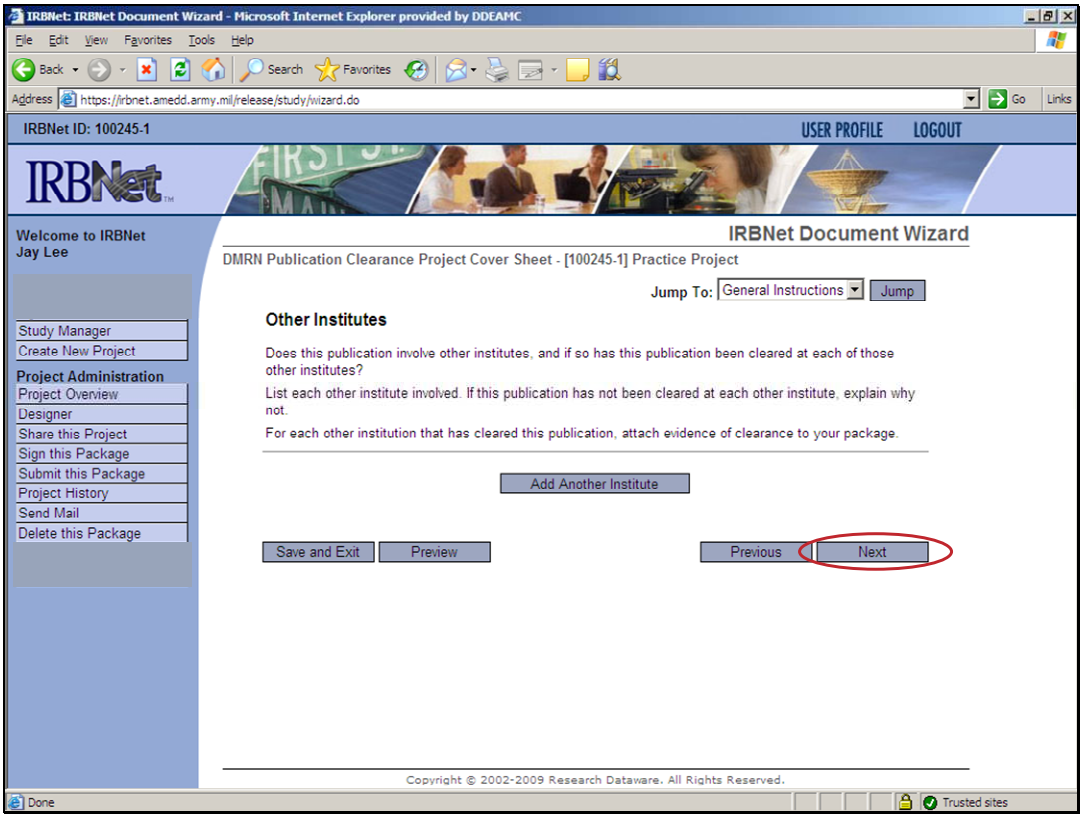
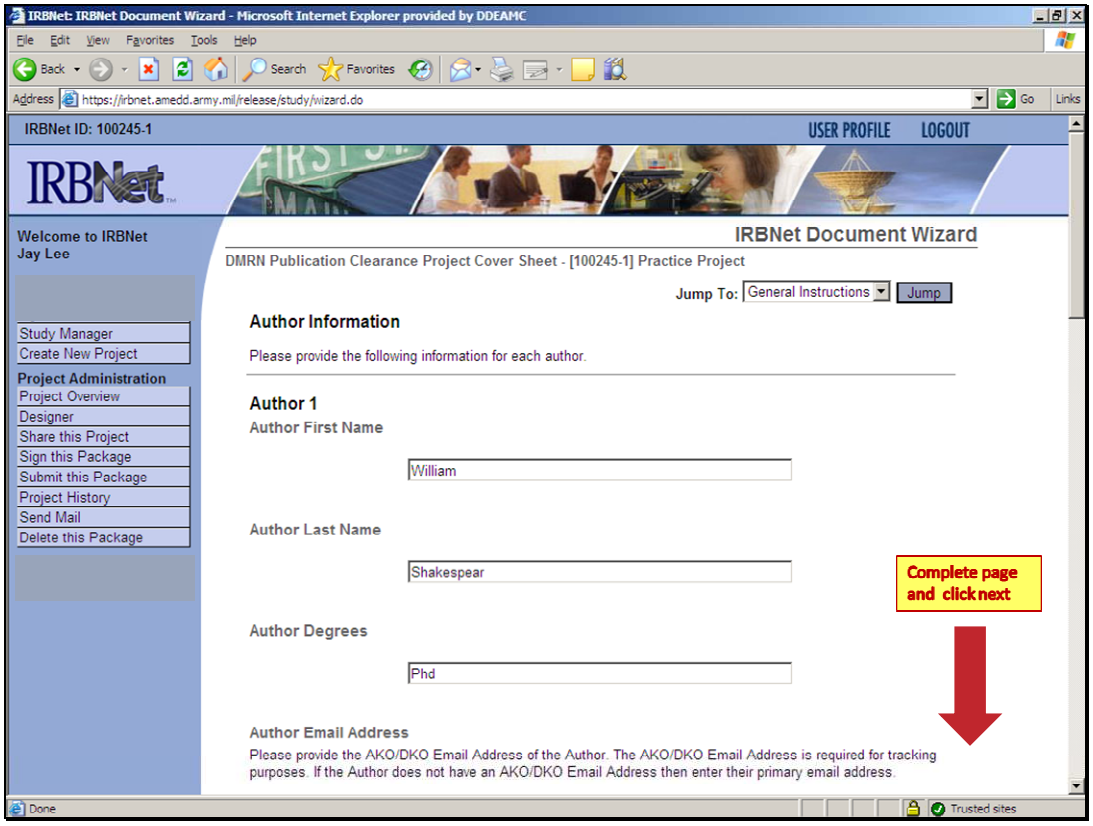


9. Additional institutions can be added here or click “Next” to continue.



10. Enter applicable information. Click “Next”.

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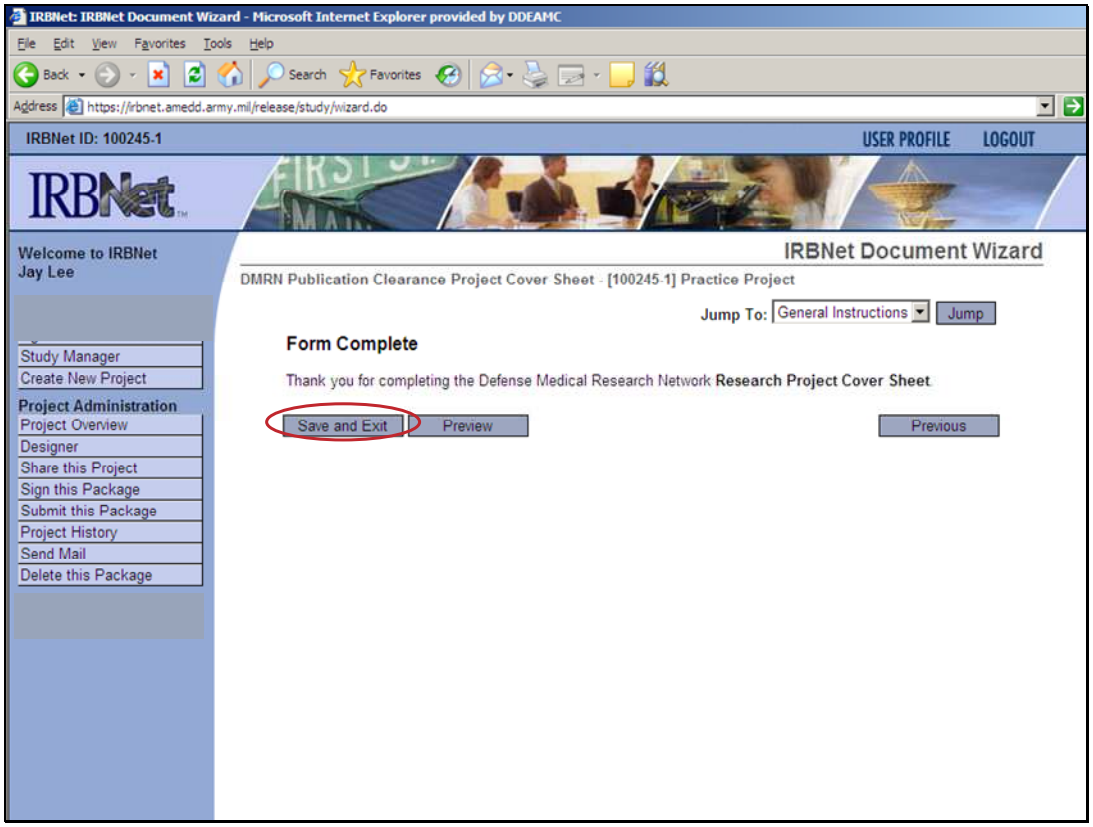
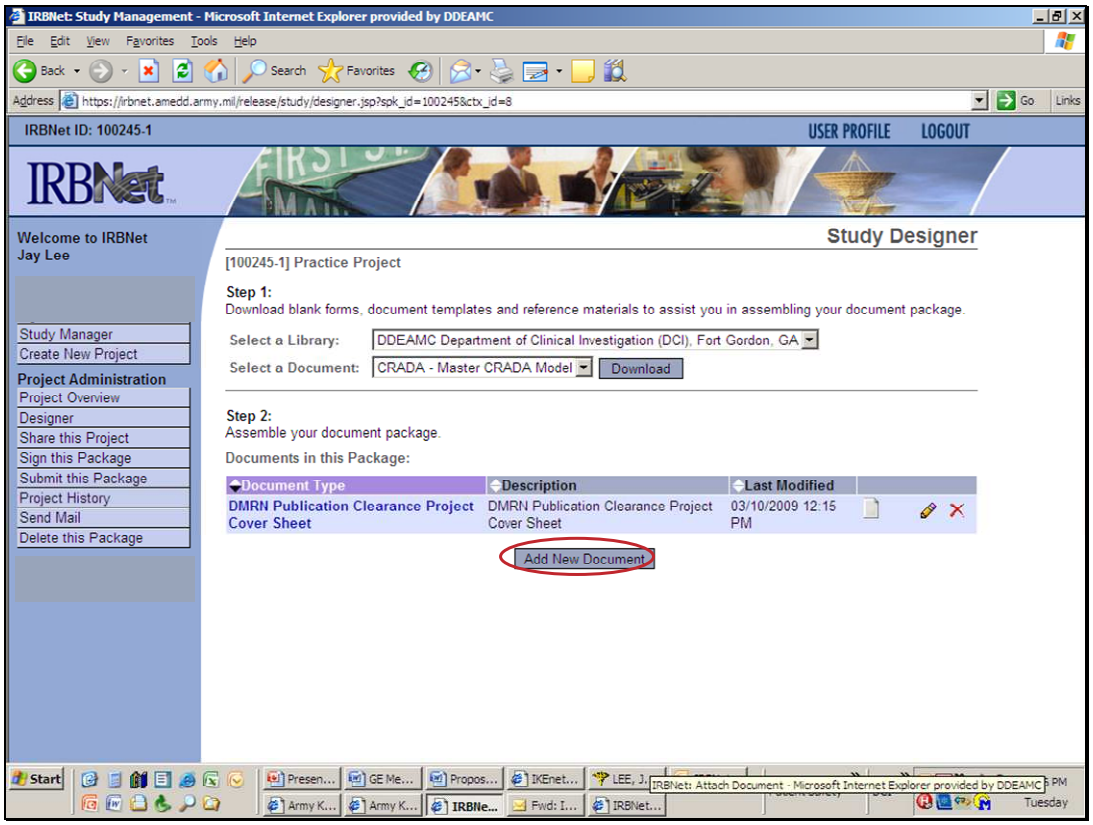


11. Upon form completion click “Save and Exit”.



12. This returns you to the “Study Designer” page where you will add documents being submitted for review. Click on “Add New Document” to upload file(s) from your computer.

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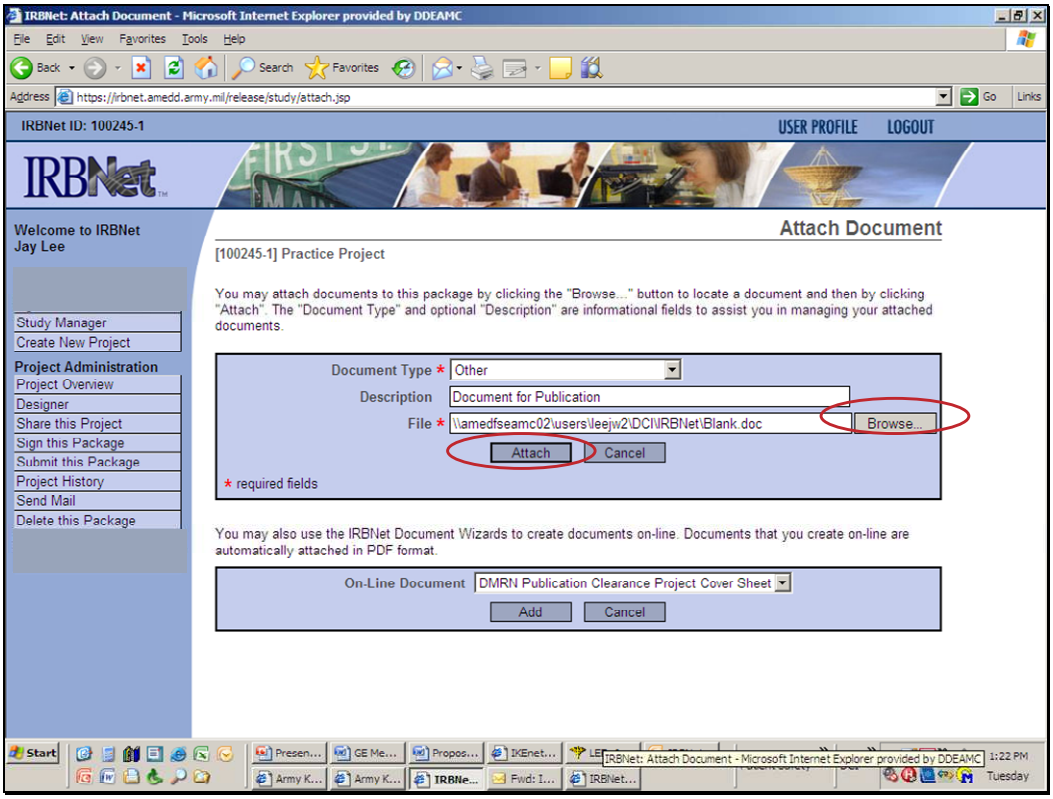
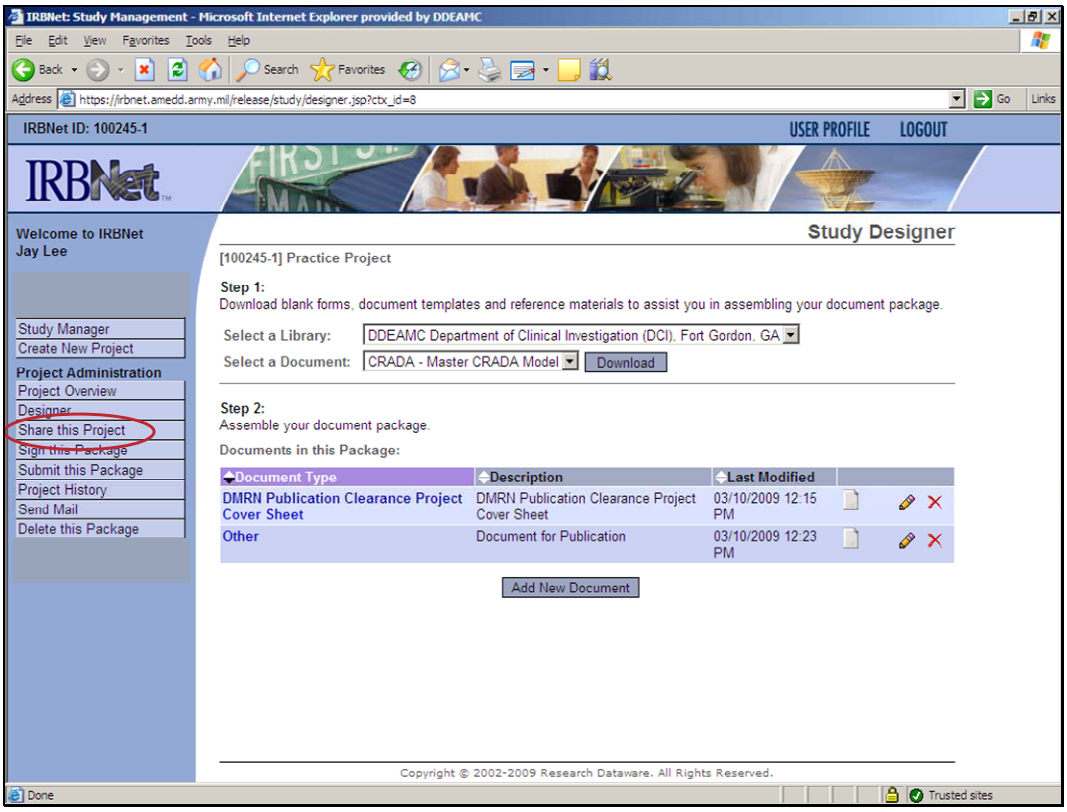


13. Use drop down box arrow to select "Document Type". Enter "Description". Click "Browse" to locate file on your computer. Select file. Click "Attach". Continue this process until all files are attached.



14. Projects requiring supervisor approval will be sent to supervisors by clicking on "Share this Project". This same process is used to share with any other individual(s) as needed.

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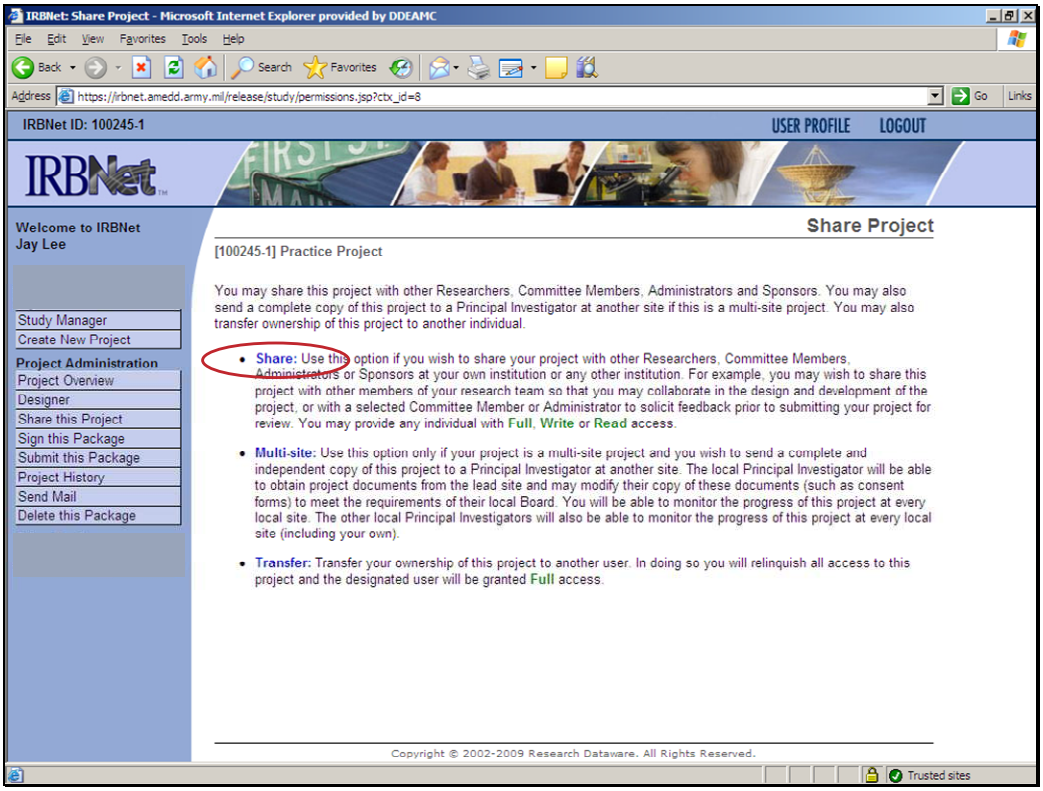
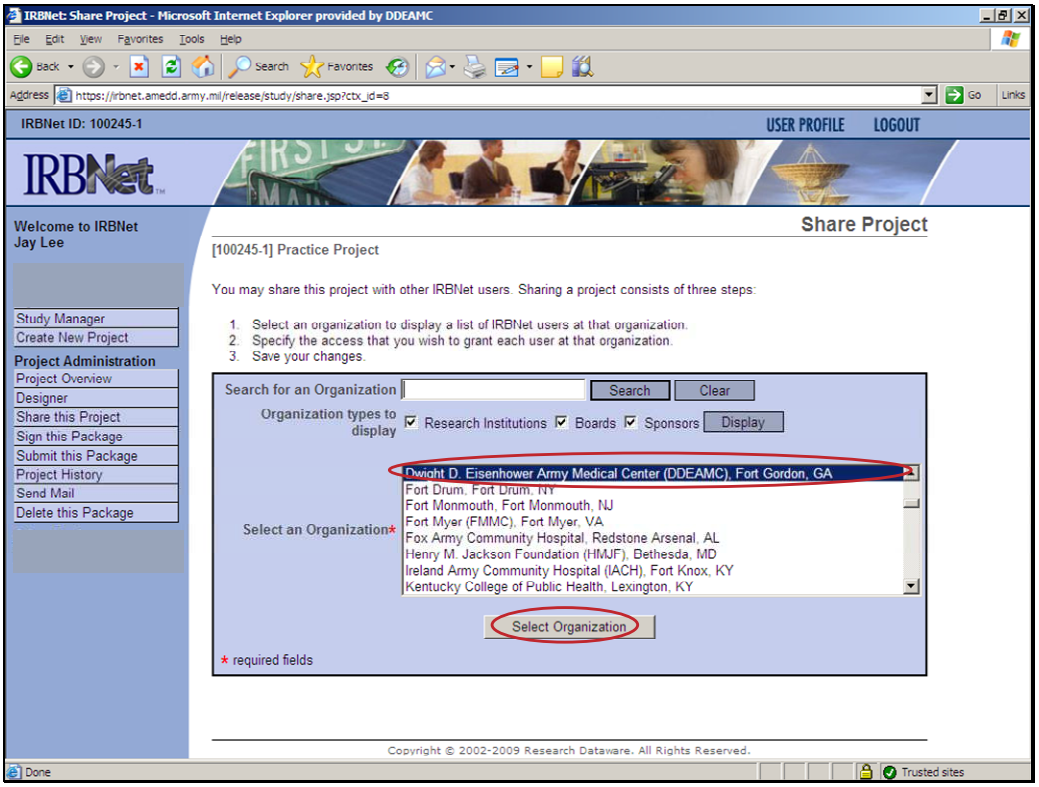


15. Click on “Share”.



16. Find the appropriate organization of the individual you are sharing with and highlight the organization. Click “Select Organization”

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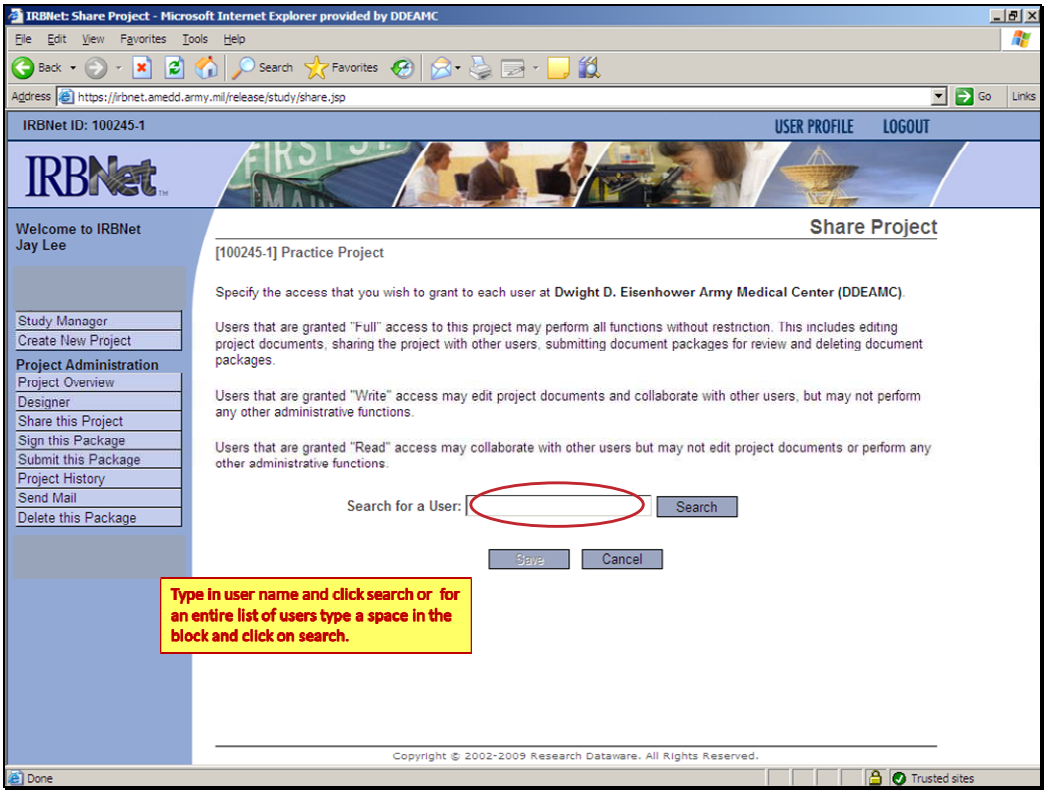
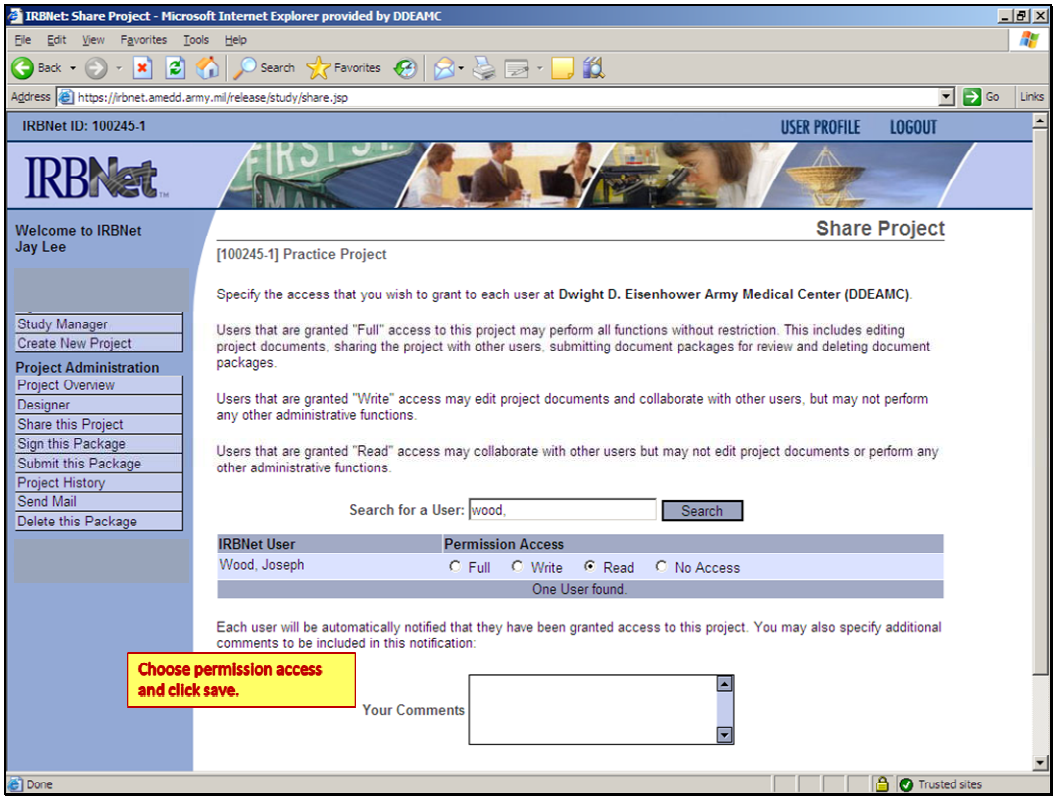


17. Search for a "User" in the selected organization by entering all or part of the users name or you may simply enter a blank space and click on "Search" to obtain a list of all users registered in the selected organization.



18. Select a User and choose the type of access you want them to have to your project. Click "Save".

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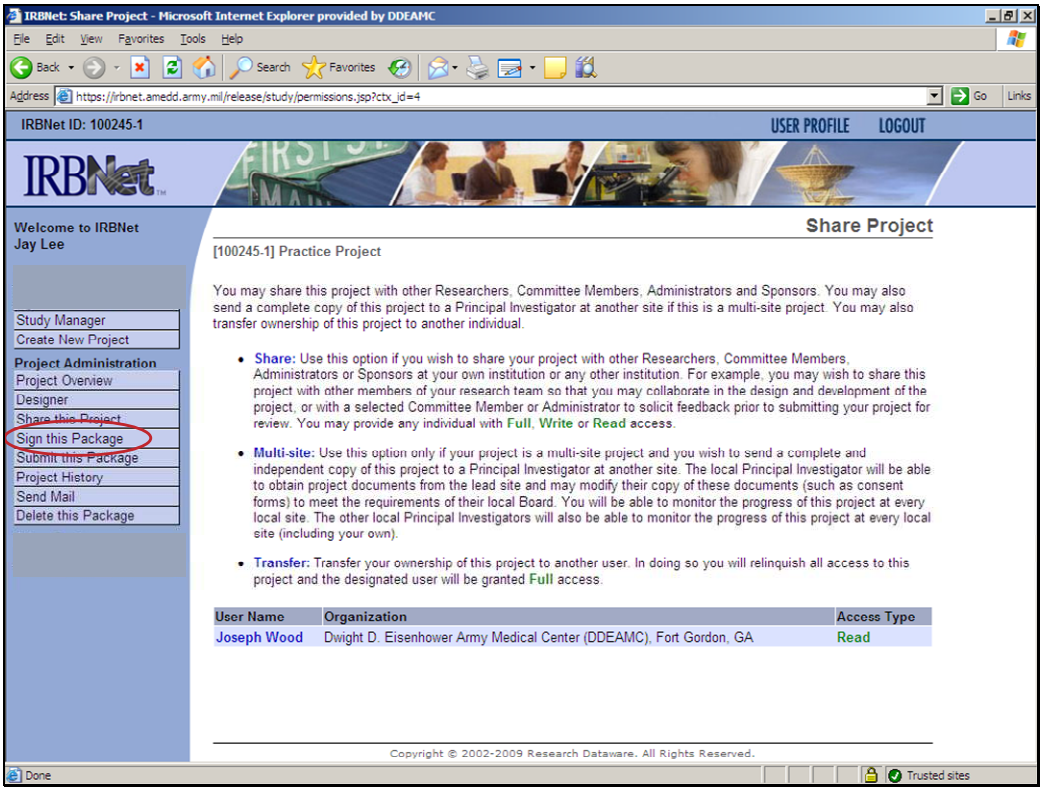
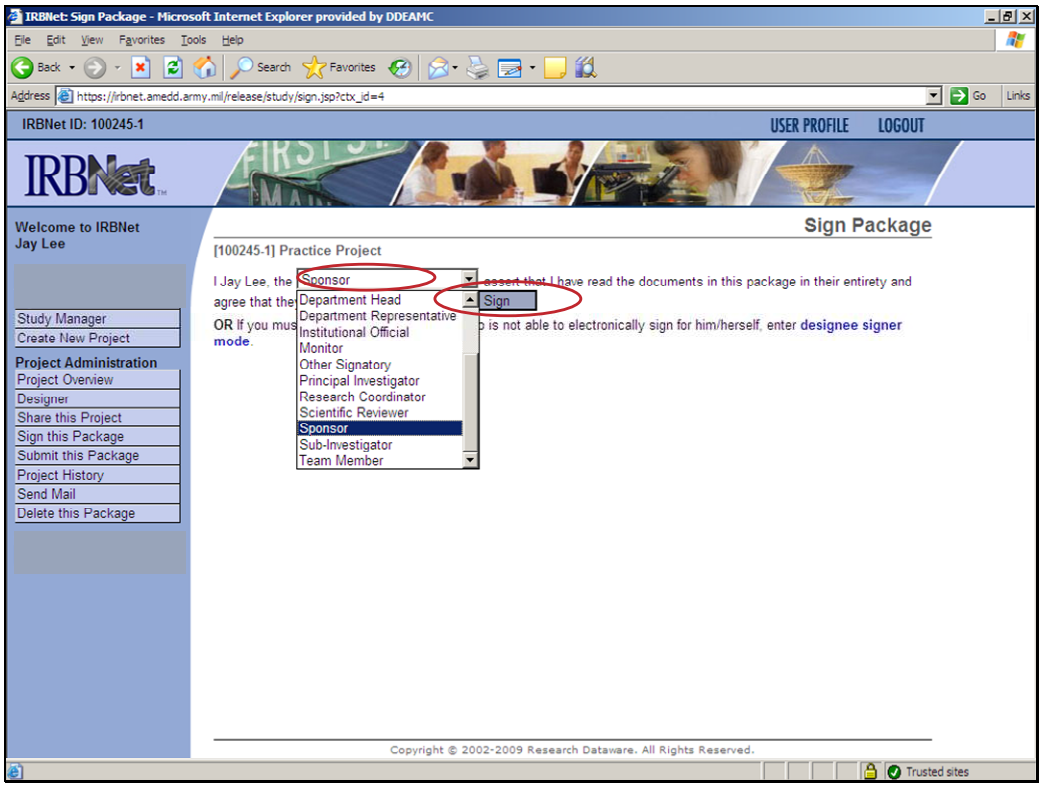


19. After all shared users are selected you may click “Sign this Package”. This is also where you will click to verify if projects shared with others have been signed. All users who have signed a shared package will appear on this page. Packages may be signed at a later time by re-opening the project and clicking on “Sign this Package”. Projects must be signed prior to submitting.



20. Use the drop down arrow to select your appropriate title regarding the project being submitted. Until the title “author” is added, authors should use “Sponsor”. Click “Sign”.

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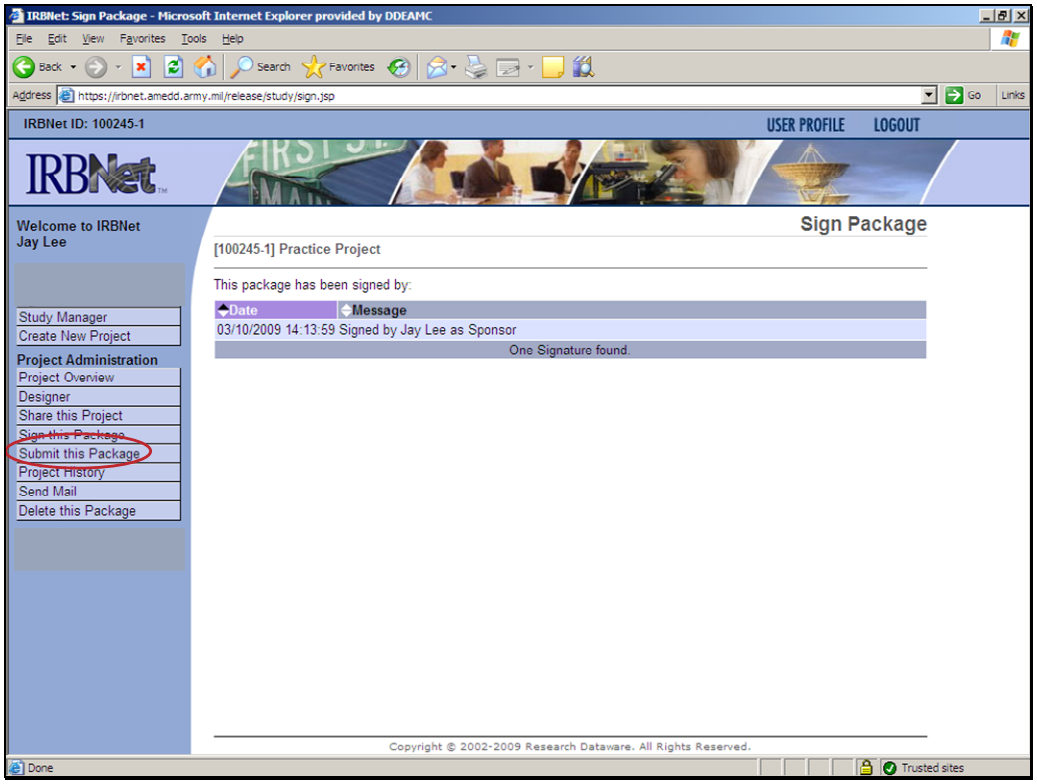
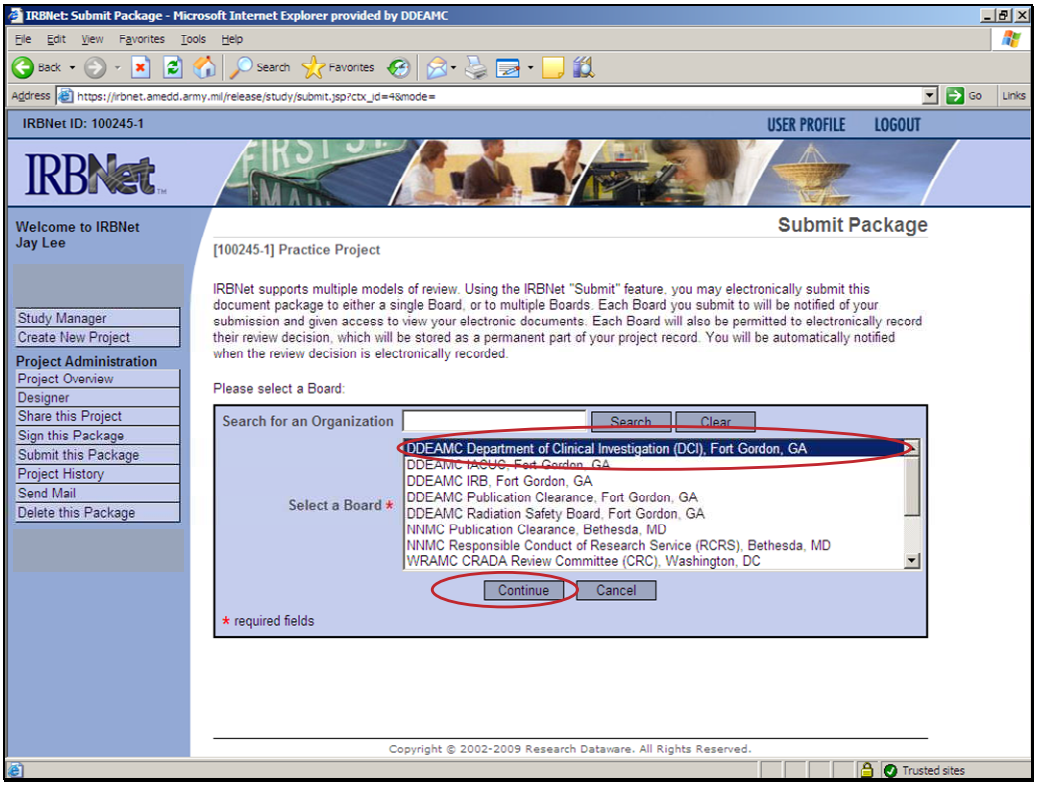


21. After signing and obtaining supervisor approval, click on “Submit this Package”. This can be done at a later date by re-entering IRBNet and opening the project you wish to submit and click on “Submit this Package”.



22. Select the organization that the project is being submitted to. Click “Continue”.

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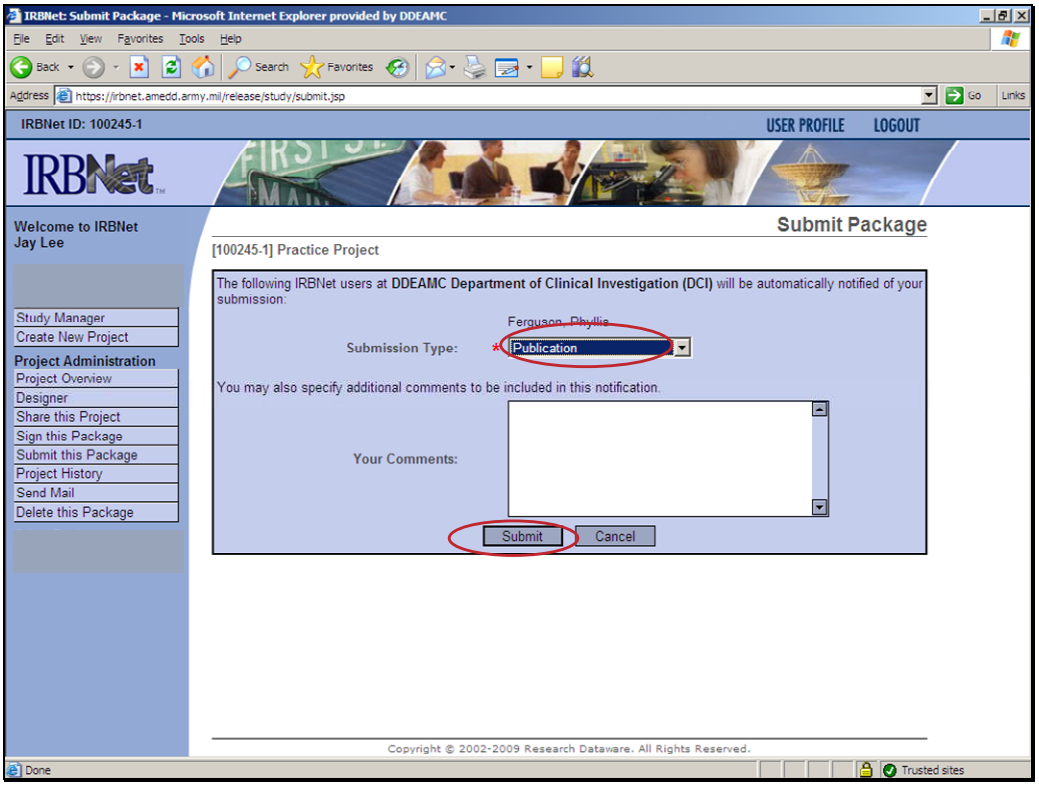
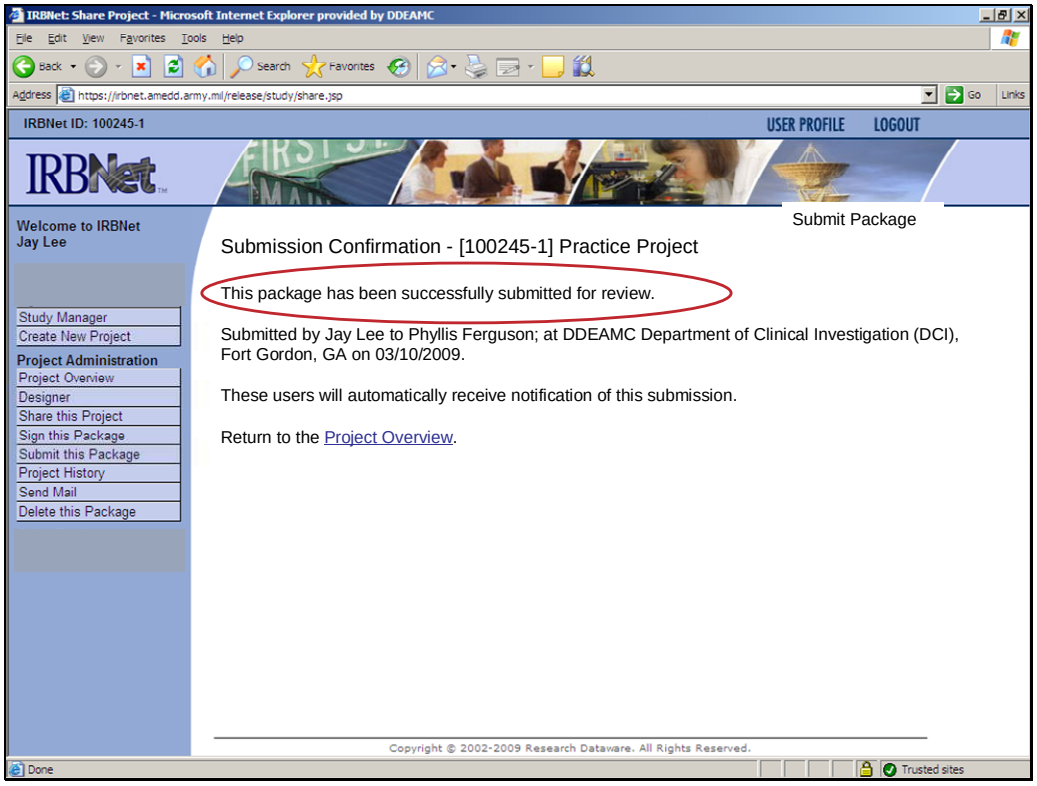


23. Use the drop down arrow to select "Submission Type". Include any comments if desired. Click "Submit".



24. Package is now complete.