Baystate Health

Did you know?

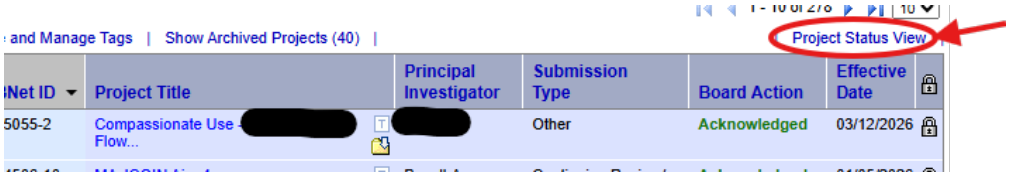
IRBNet operates as a wholly owned subsidiary and electronic institutional review board (eIRB) solution under the commercial IRB WCG. WCG's IRBNet currently supports some 2,300 IRBs and 250,000 individual users—more than any other automated human research review platform. This list includes University of California, Davis, US Department of Veteran Affairs and Maine Medical Center allowing for numerous collaborative opportunities with easy document share.

The system has a few tips and tricks which can make protocol management easier for an active research team.

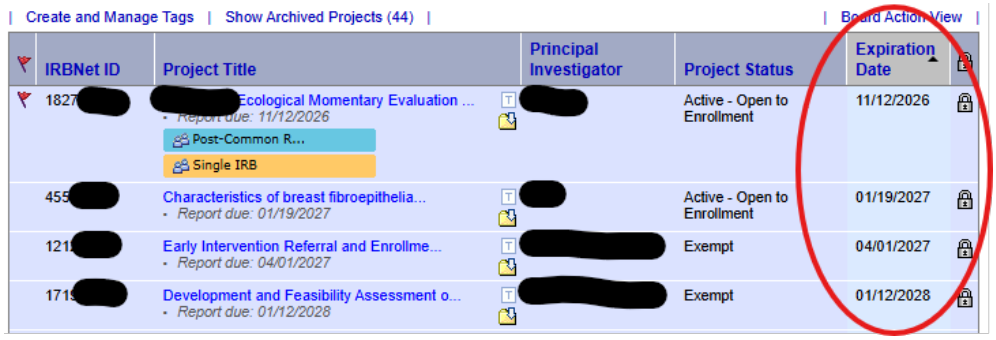
Did you know you can track project expiration dates and easily view them at any time?

How to View an Expiration Date in IRBNet

1. Log in to IRBNet and open your project list (My Projects).
2. Locate and click on the wording **"Project Status View"** on the right side of your screen.



3. The screen will refresh and now include a right-hand column titled "**Expiration Date**"



4. Clicking on the column header, **"Expiration Date"** will reorder the projects from next to expire to last to expire.

   Note: Closed studies will show **no expiration date** in the column.

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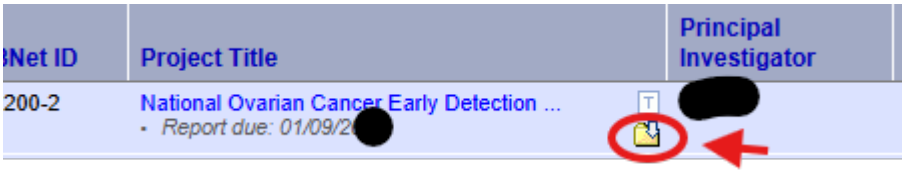
Did you know you can archive closed projects?

The system offers an opportunity to archive closed projects while allowing documents to remain available for the institutions required storage period. Archiving can improve team members' navigation in the system.

How to Archive a Completed Project

If a research study is fully complete and you want to clean up your workspace, you can hide it from your primary dashboard by archiving it:

1. Log into your IRBNet account.
2. Navigate to the **My Projects** page.
3. Click on the project you wish to archive.
4. Click the **Archive** button (located directly beneath the "Tag" button).

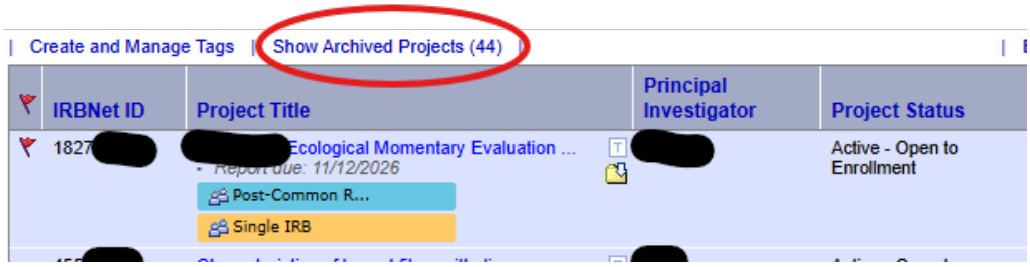


How to Access and View Archived Projects

Archiving moves projects out of active rotation without destroying files. For details on the complete historical records and board documents. Don't worry, the files archived can be pulled out of archived status should the need arise. Please contact the HRPP office at humanresearch@baystatehealth.org for assistance.

To view, or retrieve, files from past studies:

1. Return to your **My Projects** dashboard.
2. Click **Show Archived Projects** located above your active list.



3. Choose the project title.
4. Access the **Reviews** or **Designer** tabs to check past versions, approvals, and stamped consent materials.