FAQs - Researcher Functions

Can I change my IRBNet username?

Usernames may only be changed in extenuating circumstances, such as a legal name change. IRBNet users are directed to contact their local IRB coordinator in order to change their username, who will then contact the IRBNet Support Team at support@irbnet.org. Please email IRBAadmin@du.edu and provide your current username and the desired username along with the email address associated with your IRBNet account. If the requested username is available, a Support Team member will make the change for you and will follow up when it is complete.

I forgot my password and the email address registered to my account is no longer accessible. How can I access my IRBNet account? Should I just create a new account?

Email IRBAadmin@du.edu with the name of the user and his/her preferred email address. The DU IRB Administrator will contact IRBNet Support on your behalf to make this change. IRBNet Support will update the user's email address and trigger a username and password reminder email to them. IRBNet users should never create duplicate accounts.

Do I need to unlock a package to add a signature?

No. Packages can be electronically signed at any time. Click the "Sign this Package" button on the left.

How do you change the PI or the title of a project?

The PI name or title can be changed within a project's basic information on the Project Overview page. Any researcher with Full or Write access to a study can change the PI name within a package that is unlocked by clicking on the yellow (Edit) link at the top of the Project Overview page. This revision will be reflected in the current package and in future packages. The IRB must approve this change, so an Amendment Form must be submitted for IRB review detailing the PI and/or study title change.

I have a committee member who is also a researcher but cannot see the My Projects or Create New Project options. How do I get those options added to their account?

Individuals require an affiliation to a research organization to create projects and use the associated researcher tools. Any individual can add an additional Researcher affiliation via their User Profile. After clicking on User Profile, they should click on the "Add an Additional Affiliation" link. From there they can add and activate the appropriate Research affiliation.

I unlocked a previous package for a researcher to edit, and the researcher tells me they can only see the most recent package in the project. How can they edit the previous package?

The researcher should click on the Project History button to locate the previous package. Once they click on the correct package, they will be dropped onto the Designer page to edit and re-lock their package.

Why can't I see the Forms & Templates button?

It is possible that you have registered under the incorrect research organization. Check your affiliations via your IRBNet User Profile. If you are not registered with "University of Denver (Colorado Seminary)," you can use the "Add an Additional Affiliation" option to add and activate an affiliation to DU.
Why can't I see the DU IRB forms in the Designer when building a package?

It is possible that you created your project under a different research institution. You can change the research institution for a package by clicking on Project Overview, clicking on the yellow (Edit) link at the top of the page, and changing the institution to University of Denver (Colorado Seminary). You must be affiliated with University of Denver (Colorado Seminary) in IRBNet to make this change.

A researcher accidentally shared their project using the Multi-site tool. Can this be undone?

Yes, but only if the sub-site project has not been submitted yet. When a researcher shares the project as a multi-site project, the system creates an independent copy of the project and sends it to the person designated as the local Principal Investigator. This copy must be deleted for the multi-site sharing to be undone. If you have any questions about multi-site sharing, please contact support@irbnet.org.