HOW TO SHARE A PROJECT IN IRBNET

To share a project with other registered users take the following steps:

1. Make sure you are in the Project Overview section of the specific protocol you wish to share.
2. In the left column click on “Share this Project”
3. On the next screen click “share”
4. On the third screen select “HonorHealth, Scottsdale, AZ” as the organization, and click “select organization”
5. On the fourth screen in the “Search for a User:" box, type the last name of the individual you want to share the project with. A box will appear with the individual’s name and four radio buttons.
6. Click on the desired button (full, read, or write) then click “Save”. Clicking “Full” will give the individual full access to the project allowing them to access the project, print documents (approval letter, consent, etc.), receive communications from the IRB, upload documents, etc. 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. 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. All other individuals should be given “Read” access. If in doubt about the type of access to provide, please call the IRB Office 480-323-3071 for assistance. Please note: the Principal Investigator must be given Full access.
7. Repeat these steps for each user you wish to add to the project.
8. Access is only granted per project. If you have more than one project, you will need to repeat the steps for each user you wish to add to other projects.

Please note you can also transfer ownership of a project through the Share this Project screen. To transfer your ownership of this project to another user, click on the “Transfer” link. In doing so you will relinquish all access to this project and the designated user will be granted Full access.