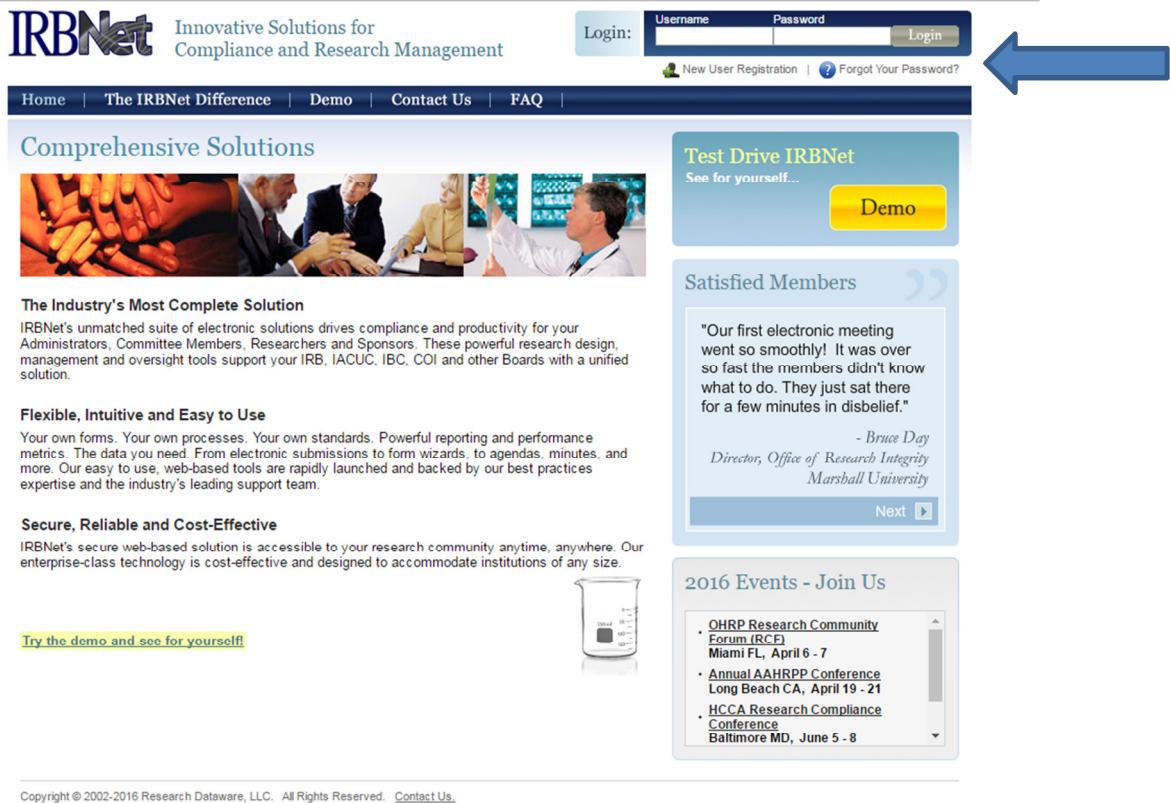


TUTORIAL: HOW TO SUBMIT AN APPLICATION FOR APCD OR CASE MIX DATA ON IRBNET

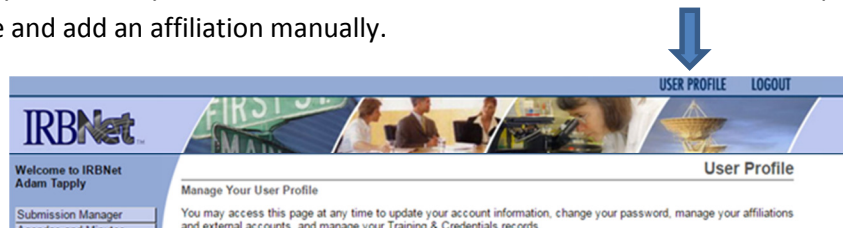
(Updated 9/21/2016)

Step 1: Log-in or create an account at www.irbnet.org



The screenshot shows the IRBNet website homepage. At the top right, there is a login section with fields for "Username" and "Password" and a "Login" button. A blue arrow points to this login section. Below the login fields are links for "New User Registration" and "Forgot Your Password?". The main navigation bar includes "Home", "The IRBNet Difference", "Demo", "Contact Us", and "FAQ". The main content area features a "Comprehensive Solutions" section with a photo of people in a meeting, followed by three bullet points: "The Industry's Most Complete Solution", "Flexible, Intuitive and Easy to Use", and "Secure, Reliable and Cost-Effective". To the right, there is a "Test Drive IRBNet" section with a "Demo" button, a "Satisfied Members" section with a quote from Bruce Day, and a "2016 Events - Join Us" section listing three conferences.

Step 2: Make sure you are affiliated with an organization. You should have had the option to choose an affiliation when you created your account. Otherwise, select “User Profile” on the top right of the IRBNet interface and add an affiliation manually.



The screenshot shows the IRBNet User Profile page. At the top right, there are links for "USER PROFILE" and "LOGOUT". A blue arrow points to the "USER PROFILE" link. The main content area includes a "Welcome to IRBNet" message for Adam Tapply, a "Submission Manager" link, and a "Manage Your User Profile" section with a description: "You may access this page at any time to update your account information, change your password, manage your affiliations and external accounts, and manage your Training & Credentials records."

Optionally, adding “MA Center for Health Information Analysis (CHIA)” as an affiliation will allow you to download application forms from IRBNet. You may also download all the required forms on the [APCD](#) or [Case Mix](#) website.

Step 3: On the left menu on IRBNet, choose “Create a New Project.” Enter the requested information.
 NOTE: If you are requesting *both* APCD and Case Mix data, you may combine these requests into a single project.

Welcome to IRBNet
Adam Tapply

Submission Manager
Agendas and Minutes
My Projects
Create New Project
My Reminders (1222)

Other Tools
Track Training (8)
Forms and Templates
Library Manager

USER PROFILE LOGOUT

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: MA Center for Health Information Analysis (CHIA), Boston, MA

Title: *

Local Principal Investigator: First Name: * Last Name: * Degree(s):

Keywords: Sponsor:

Internal Reference Number: You may specify an internal account number, billing identifier or reference number for this project.

Continue Cancel

* required fields

Step 4: Now that your project has been created, you are ready to upload application forms to your project. Click on “My Projects” on the left menu. This brings you to the main project overview page. Under **Project Administration** in the left menu, choose “Designer”.

IRBNet ID: 843135-1

USER PROFILE LOGOUT

Welcome to IRBNet
Adam Tapply

Submission Manager
Agendas and Minutes
My Projects
Create New Project
My Reminders (1222)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
Messages & Alerts

Other Tools
Track Training (8)
Forms and Templates
Library Manager

Project Overview

[843135-1] Test 2015

You have Full access to this project. (f dlt)

Research Institution MA Center for Health Information Analysis (CHIA), Boston, MA
Title Test 2015
Principal Investigator Tapply, Adam

The documents for this project can be accessed from the Designer.

Project Status as of: 09/21/2016

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
There is no Project Status information to display as of 09/21/2016.			

Package 843135-1 is: Work in progress

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
This package has not been submitted.				

Shared with the following users:

User	Organization	Access Type
Tapply, Adam	MA Center for Health Information Analysis (CHIA), Boston, MA	Full

If you are affiliated with CHIA, you may download application forms in the Step 1 section here. Again, this is **optional**. If you have already downloaded forms from the CHIA website, skip to Step 2. Here, simply click on the “Add New Document” button.

The screenshot shows the IRBNet Designer interface. At the top, it displays the user's ID (843135-1) and options for 'USER PROFILE' and 'LOGOUT'. The main header includes the IRBNet logo and a navigation bar with 'Designer' selected. On the left, there is a sidebar with various navigation options like 'Submission Manager', 'Project Administration', and 'Other Tools'. The main content area is titled '[843135-1] Test 2015' and contains instructions for Step 1 (downloading forms) and Step 2 (assembling the package). A table lists documents in the package, with one entry for 'Application Form' with a description of 'Test' and a last modified date of '12/08/2015 01:53 PM'. Below the table, there is a message stating 'There are no Training & Credentials records linked to this package.' and a blue arrow pointing to an 'Add New Document' button.

Choose a document type that best describes the form you’re uploading (for example: Application Form = “Application Form”, Data Management Plan = “Protocol”, Research Methodology = “Study Plan”). The document’s description should indicate what form it is and the date it was submitted or revised. From here (ignore the “On-Line Document” section), simply click the “Choose File” button, select the appropriate file from your computer, and upload it. It should now appear as an uploaded document on your designer page.

The screenshot shows the IRBNet Attach Document interface. At the top, it displays the user's ID (843135-1) and options for 'USER PROFILE' and 'LOGOUT'. The main header includes the IRBNet logo and a navigation bar with 'Attach Document' selected. On the left, there is a sidebar with various navigation options. The main content area is titled '[843135-1] Test 2015' and contains instructions for attaching documents. A form is displayed with fields for 'Document Type *', 'Description', and 'File *'. The 'File *' field has a 'Choose File' button and a 'No file chosen' label. Below the form, there are 'Attach' and 'Cancel' buttons. A note indicates that required fields are marked with an asterisk. Below the form, there is a section for 'On-Line Document' with a dropdown menu set to 'CHIA - Application for Data' and 'Add' and 'Cancel' buttons.

Step 4: Once all the application forms have been uploaded, you are ready to submit the application to CHIA. On the left menu, under **Project Administration**, choose “Submit this Package”. On the next page, search for “MA CHIA APCD Data Release Committee” – this is the board you want to submit the application to.

The screenshot displays the IRBNet web application interface. At the top, the user ID is 843135-1, and there are links for 'USER PROFILE' and 'LOGOUT'. The main header features the IRBNet logo and a banner image. Below the header, the user is logged in as 'Adam Tappin'. The left-hand navigation menu includes sections for 'Submission Manager', 'Project Administration', and 'Other Tools'. A blue arrow points to the 'Submit this Package' link under 'Project Administration'. The main content area shows the 'Submit Package' page for project '[843135-1] Test 2015'. It includes a text box for 'Search for an Organization' with 'Search' and 'Clear' buttons. A dropdown menu is open, showing 'MA CHIA APCD Data Release Committee, Boston, MA' as the selected option. Below the dropdown is a 'Select a Board *' label and 'Continue' and 'Cancel' buttons. A small red asterisk indicates a required field.

On the next page, for “Submission Type”, choose “New Project” (even if this is a request for additional years of data for an ongoing, previously approved project). Click the submit button and you are finished.

For confirmation that the application was received, as well as status updates on the review process, feel free to email apcd.data@chiamass.gov or casemix.data@chiamass.gov. CHIA staff will be in touch if any additional application materials are required, or if any materials require revisions.