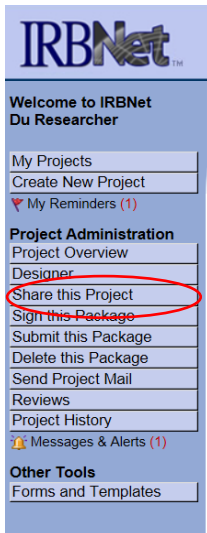


## Step 6: SHARE THE PROJECT WITH RESEARCH TEAM

Under the Project Administration menu on the left side of the main screen, select the tab **SHARE THIS PROJECT**. Select the blue 'Share' link. If you are completing this project on behalf of the Principal Investigator (PI), the PI must be granted 'Full' access to the project.



You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

### To 'Share' your research with team members, they must be registered with IRBNet.org

You may share this project with other users. Sharing a project consists of three steps:

1. Select an organization to display a list of users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

The screenshot shows a web form for sharing a project. It has a search bar for organizations, a section for selecting organization types to display (with 'Research Institutions' checked), and a dropdown menu for selecting an organization. The dropdown menu is open, showing a list of organizations including 'University of Denver (Colorado Seminary), Denver, CO', 'University of Erciyes, Kayseri / TURKEY, PA', 'University of Evansville, Evansville, IN', 'University of Florida - Jacksonville, Jacksonville, FL', 'University of Florida, Gainesville, FL', 'University of Georgia, Athens, GA', 'University of Guelph, Guelph, ON', and 'University of Hartford, West Hartford, CT'. The 'University of Denver' option is highlighted. Below the dropdown is a 'Select Organization' button. A legend indicates that asterisks denote required fields.

Select "University of Denver (Colorado Seminary) , Denver, CO" from the organization box; click 'Select Organization' and search for registered users with whom you'd like to share this project (i.e. Co-investigators, Faculty Advisor, Research Assistant, etc.) Grant each user a level of ACCESS: *Signature Only, Read, Write or Full*. To share this project with others, enter their last name and select 'Search'.

Specify the access that you wish to grant to each user at **University of Denver (Colorado Seminary)**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- **Full:** 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. Only 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.

Search for a User: