




IRBNET REMINDERS



WHAT IS THE MEANING OF ALL OF THESE NOTICES?

All emails to IRBNet users are also saved as Reminders in IRBNet. Reminders are flagged to the packages to which they relate using  symbol.

Any individuals who serve as both a committee member and PI (or associate) will get reminders relating to personal and committee submissions.



All messages indicate a change, action, or attribute which needs your attention.

The most common REMINDERS FOR COMMITTEE MEMBERS are:

- **Reviewer Access Granted-** This lets you know a package has been shared with you. It doesn't indicate whether you are a Primary or Secondary Reviewer.
- **IRBNet Message from** – This indicates that a member or administrator has a specific message for you regarding the referenced package. This is user generated; it is usually used to convey very specific information about a package.

The most common REMINDERS FOR PIS are:

- **Board Action-** An action of the committee has been made in IRBNet.
- **Board Document Published-** Indicates the formal notification of committee action has been published in IRBNet.
- **Project Expiration-** Is generated 30 and/or 60 days in advance of an approaching project expiration.
- **Signed Package-** Indicates that the package has been signed by someone with Shared access to the project.
- **Package Locked/Unlocked-** Indicates that an administrator has locked/unlocked a package.
- **IRBNet Message from** – This indicates that a member or administrator has a specific message for you regarding the referenced package. This is user generated; it is usually used to convey very specific information about a package.

	278305-2	Pulmonary hypertension in TRPC4 rats.	 Stevens	Amendment/ Modification	ADMI	Pending Review
		AMD Personnel...				

Please reference the guides on the webpage below and your respective committee's webpage for assistance. If additional needs exist, please contact the appropriate personnel below:

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