



Your Guide to IRBNet Insight Reporting

... Nucleotide

```
>Rabbit MCT1 sequence was pulled on  
ATGCCGCGGCAG...  
CGAGCTTTTATTTCC...  
AAGTATCTTCAATGCCAG...  
GGCGTGGTCTGGGCTTGC...  
GGACCCTTGGCCATGGCCTGG...  
AGCCTTTTTTTGGTATCTTTGG...  
GTAGCTGGTCCTGATGCCAC...  
CCTCAGGAAGCTGGAAATCTG...  
GCCGCAAAGAGAGAGCCATCC...  
AGAGCCTTCTGCTCTACCTC...  
TAGTAGTTACGGCAAGACCAG...  
TGACATGGTAGCCAGACCCT...  
TCTTTGCTGGCTTCCGTCAT...  
TCTGTATCTAACCTGGATTCC...  
AACCTGCTTGGACCCAGAA...  
TGTGGGCCACCACTTTTA...  
TGGGCTGATCCTAATTATTGG...  
AAGAACAGAAAGCAGAGG...  
CCCAGGAGATCCCTAACGC...  
GAGTCCTGCTGA
```

Sequence 1: |c|l|s|e|q|
Length = 781 (1..781)

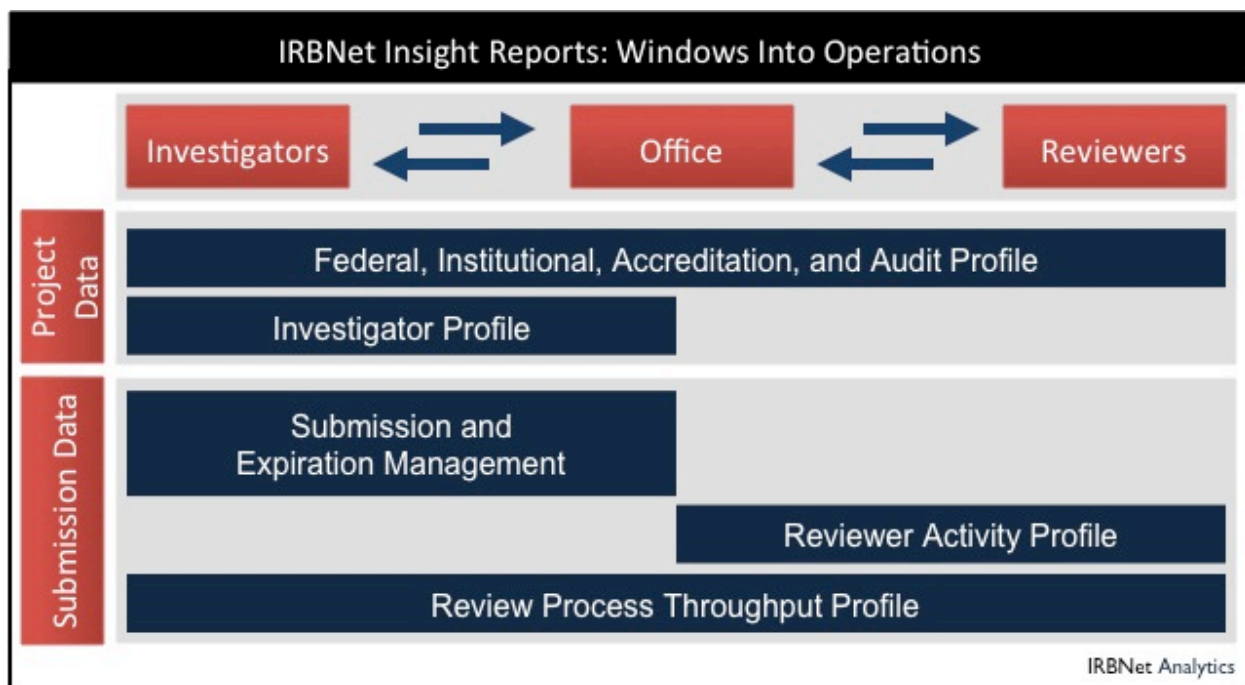
Sequence 2: |c|l|Rabbit MCT1...

Your institution's use of IRBNet generates a rich array of data. The IRBNet Insight Reporting service provides you with a detailed set of extracts that give unique and timely views into your operations and organizational performance. These facilitate and empower your Program Oversight, Quality Assurance and Quality Improvement activities.

IRBNet Insight Reports

IRBNet Insight Reports may be scheduled to run at nearly any interval (weekly, monthly, etc.) and are automatically delivered via email right to your inbox. Reports are delivered as CSV files which may be used in Excel or imported into other databases or spreadsheets. It is recommended that you archive all received reports for later reference, as older data will roll off your reports over time.

Figure 1: Powerful and complex data at your fingertips.



YOUR PEOPLE:

Registered Users	This report provides you with a list of everyone with an active affiliation to your research organization in IRBNet. The report includes information such as first and last name, registered email address, phone number and registration date.
Researcher Roster	This report provides you with a listing of all researchers that have access to any project that has been submitted to your board. This report includes information such as the organizational affiliation of each researcher (valuable information if you are the board of record for several institutions), the researcher's email address, and the total number of submissions and total number of projects for each individual.
Project Access	This report provides you with a list of all active projects and every individual with access to those projects. This report is often used as an extension of the Researcher Roster report. This report includes information such as the individual's organizational affiliation, their level of access to the project, who shared the project with them and when.
Training Records	This report provides you with a list of all accepted training records for your researchers, committee members and staff. This report includes information such as the name and email address of each individual, as well as the type of training, credits and expiration date for each accepted training record.

YOUR PROJECTS:

Project Status

This report provides you with a listing of the most recently reviewed submission for each project submitted to your board. This report includes information such as the initial approval date, the current status, the risk level and the expiration date. Closed, Disapproved, Not Research, Terminated and Withdrawn projects roll off this report after 18 months.

Project Expiration

This report provides you with a list of every project that will expire in the next 90 days and every project that has already expired but has not been closed and may require action.

Unlocked Submissions

This report provides you with a list of all unlocked submissions. Many institutions elect to unlock incomplete submissions during the pre-review process to allow researchers or study coordinators to revise documentation prior to the submission being shared with the board. This report will provide you with a current listing of all packages in an unlocked state.

Submission Tags

This report provides you with a list of all tagged submissions for each custom tag. IRBNet Tags help you to organize submissions, track office workflow and communicate valuable submission information to reviewers. Submissions that do not have activity for 12 months are rolled off this report.

Global Tags

This report provides you with a list of all Global Tags for each project. Projects that do not have activity for 12 months are rolled off this report.

Package Signatures

This report provides you with a list of all signatures attached to each submitted package. This report includes information such as the signatory name, date and role, as well as detailed information about the package that was signed.

YOUR BOARD PERFORMANCE:

Review Process	This report provides you with a list of every submission together with key data points to assess review performance. This data-rich report may be sliced to profile office-level activity, characterize committee workload, and monitor office throughput. It includes dates of key events in the review process. This report includes information such as the submission date, when the submission was first shared with board members, when the last board member completed their review, the assigned agenda date, the effective date of the action on the submission, and when the first and last board documents were published. Submissions that do not have activity for 18 months are rolled off this report.
Pending Review	This report provides you with insight into the activity of your reviewers for submissions that are in a Pending Review state (your board decision has not yet been recorded). If you have a high-volume board, this report can allow you to quickly identify opportunities to improve turnaround times. This report is a subset of the Reviewer Activity report.
Reviewer Activity	This report provides you with insight into the activity of your reviewers. This report is particularly useful for monitoring expedited review completion and reviewer workloads. This report shows when board members are doing their reviews and dovetails meaningfully with the Review Process report. The report displays key performance information for each reviewer on each submission: when they were given access to the submission, when they first made a comment, when they made their last comment, and when they completed their review, along with other submission-specific information. This report includes all submissions where board decisions have been rendered in the past 120 days as well as all submissions that are in a Pending Review state.
Board Scorecard (Details and Summary)	Board Scorecards provide administrators and senior officials with insight into individual board member review preparation and performance. For each board member, this report details reviewer activities for each assigned submission, including review of project documents, whether reviews have been completed, and at what points in time. This is extremely helpful for demonstrating substantive review. The summary report allows you to develop performance graphs with ease. This report set is a valuable tool for focused, continuous improvement of committees and their members. This report includes all reviewer activity for agenda dates within the past 30 days.

Meeting Attendance This report provides you with a list of all meeting attendees for each of your committee meetings. This report provides you with insight into the meeting attendance patterns of your committee members, staff and other attendees.

ADVANCED:

Review Time Reports Review Time Reports provide insight into the time from initial project submission to first approval. For IRBs, these reports are available for Full, Expedited, and Exempt reviews and provide further utility for those institutions that follow AAHRPP's standard for calculating time to approval for each project. Specific insights include: Total Days from Initial Submission to First Approval Total Days Between Packages Total Days Unlocked, and Total Days from Submission Complete to First Approval. For IACUCs, we also provide a Designated Review Time report.

Active Projects This report captures a list of all Active projects at your institution, and includes all standard project information.

Work in Progress (WIP) Packages This report provides you with a list of all Work-in-Progress packages that have yet to be submitted to your board. The report will only include the Work-in-Progress packages for projects that have been submitted to your board, or where researchers listed your institution as the Research Institution for the project. This report will help you predict what packages might be coming to your board. It will also help you understand when your researchers have completed adding documents and signatures to their package, but may have forgotten to click the Submit this Package button.

Expiration Cleanup This report provides you with a list of all Closed or Terminated projects where an expiration date is listed. This report may be useful if your institution has recently experienced administrative turnover, or if you would like to prevent researchers from receiving expiration alerts for studies that have already been closed out.

Unpublished This report provides you with a list of all unpublished Board Documents and helps you ensure that no Board Documents are mistakenly left unpublished.

YOUR CUSTOM DATA:

Smart Form	Many institutions employ IRBNet Smart Forms to collect custom data.
Data Extracts	These extracts provide you with a complete set of your custom data to facilitate your detailed analysis.

IRBNet Analytics

As your organization continues to use IRBNet, you may have additional custom analytic needs. We are happy to discuss your requirements with you. Please contact the IRBNet Support Team at support@irbnet.org for more information.