INSTRUCTIONS FOR SUBMITTING AN ADDENDUM REQUEST

1. After you have registered with IRBNet, log into IRBNet (http://www.irbnet.org). This will take you to the "My Projects" page.
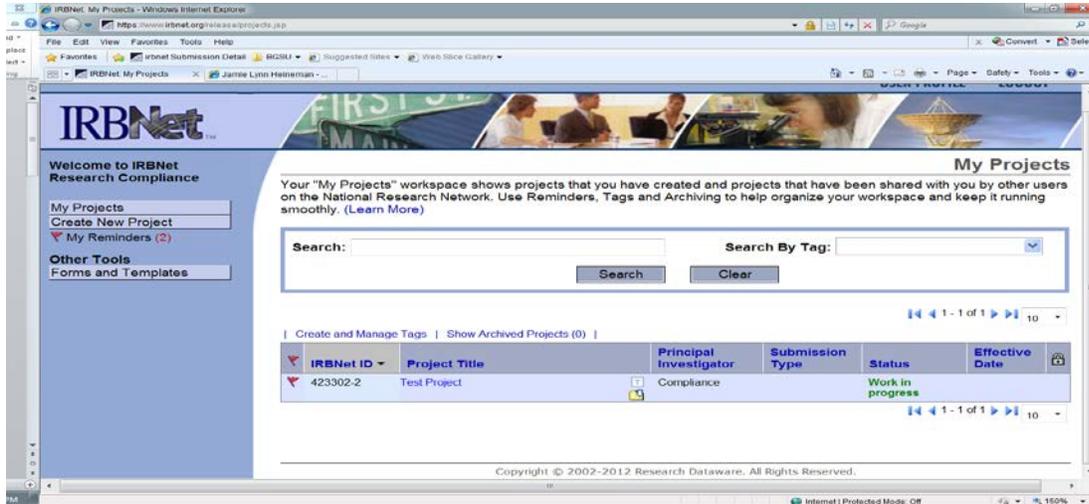
2. Click on the title of the project you want to request an extension to and then click the **"Project History"** tab on the left hand side of the screen.

3. Click the "Create New Package" button.
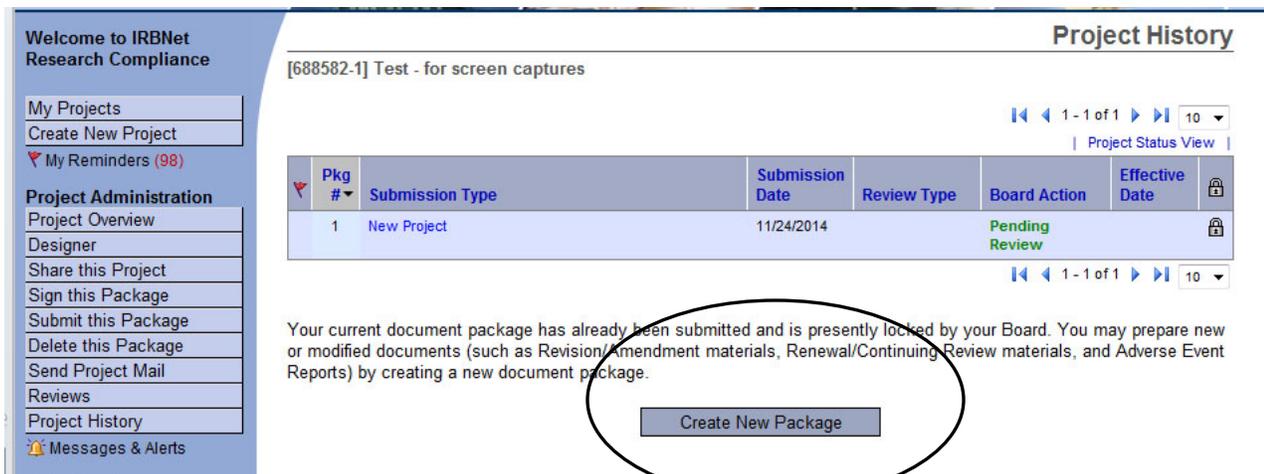
4. Click the **"Designer"** button to go to the Designer page.
   - In Step #1:
     - Select "Bowling Green State University Institutional Animal Care and Use Committee, Bowling Green, OH" from the "Select a Library" drop-down menu.
     - In the "Select a Document" drop-down menu, you will find all of the IACUC forms. You will save the document you wish to complete (i.e., "Forms –Addendum Request") to your computer. This will ensure that you are using the most current versions of the IACUC forms.

   - In Step #2:
     - Upload your completed documents (i.e., addendum request form, a PDF of email communication you have had with the Attending Veterinarian during pre-review, and any other documents associated with your submission such as figures or permits) by clicking on "Add New Document".
     - Select a Document Type from the drop-down menu that corresponds with the document you are uploading, and then click on the 'Browse' button to search for your document.
     - Then click on the 'Attach' button.

5. Sign the package by clicking the **"Sign this Package"** button. The PI is the one person who must sign the package. Note that a designee may NOT sign on behalf the PI.

6. Once you have attached all of your necessary documents and signed your project, you should be ready to submit your project. Click on the **"Submit this Package"** button located on the left-hand side of your screen.
   - Make sure that "Bowling Green State University Institutional Animal Care and Use…" is highlighted in the "Select a Board" box. If it is not, uncheck the "Only show my Default Boards" box and search for "Bowling Green State University" in the "Search for an Organization" box and click "Continue".
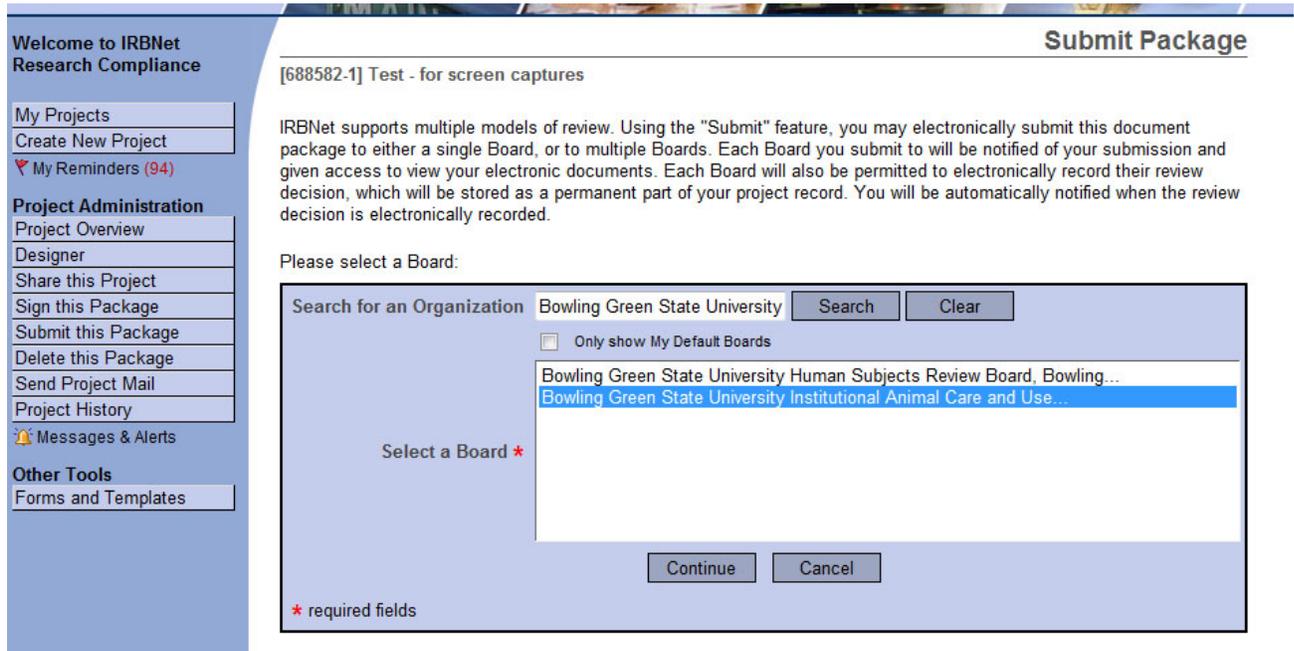
- In the Submission Type drop-down menu, select "Amendment/Modification", the type of review process you think the submission can go through, and click "Submit".

Notes:
- The "My Project" screen (can be found by clicking on the "My Projects" button located on the left-hand side of your screen) will show you the list of studies to which you have access - those you have created and those which have been shared with you at any level of access.
- Studies which have not been submitted are labeled "Work in Progress" in the Status column.
- **Studies which have been submitted** but not reviewed and processed **are labeled "Pending Review".**
- Clicking on the title of any project will take you to the "Project Overview" for the selected project.

If you need further assistance with this process please contact the Office of Research Compliance at 419-372-7716 or hsrb@bgsu.edu.