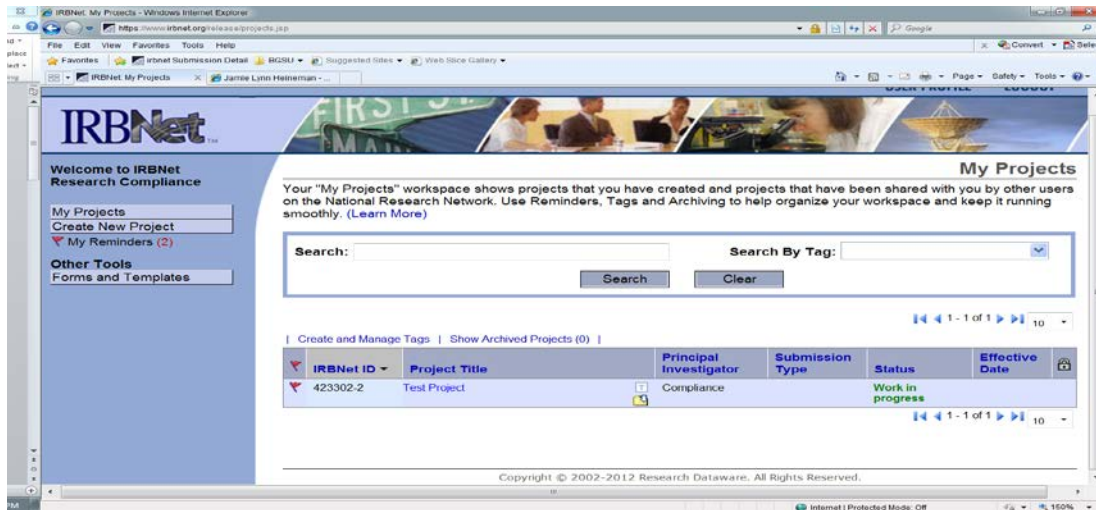


INSTRUCTIONS FOR SUBMITTING REVISIONS (to Modifications Required)

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.
 - Upload your revised documents (e.g., revised protocol form, revised annual renewal form, revised addendum request form) 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. Note: the example below is for a revised protocol.
 - Then click on the **‘Attach’** button.

Welcome to IRBNet Research Compliance

Attach Document

[688582-2] Test - for screen captures

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type * Protocol

Description Revised Protocol

File * C:\Users\vmorgan\Desktop\Protocol Form - Revised.docx

* required fields

My Projects
Create New Project
My Reminders (98)

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

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.

IRBNet

Welcome to IRBNet Research Compliance

Sign Package

[688582-1] Test - for screen captures

I Research Compliance, as , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has not been signed

My Projects
Create New Project
My Reminders (94)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package

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”**.

The screenshot shows the IRBNet 'Submit Package' interface. On the left is a navigation menu with sections: 'My Projects' (Create New Project, My Reminders (94)), 'Project Administration' (Project Overview, Designer, Share this Project, Sign this Package, Submit this Package, Delete this Package, Send Project Mail, Project History), and 'Other Tools' (Forms and Templates). The main content area is titled 'Submit Package' and includes a breadcrumb '[688582-1] Test - for screen captures'. Below this is a text block explaining the submission process. A form titled 'Please select a Board:' contains a search box for organizations with 'Bowling Green State University' entered. A dropdown menu is open, showing two options: 'Bowling Green State University Human Subjects Review Board, Bowling...' and 'Bowling Green State University Institutional Animal Care and Use...', with the second option selected. There are 'Continue' and 'Cancel' buttons at the bottom of the form. A note at the bottom left of the form states '* required fields'.

- In the Submission Type drop-down menu, select **“Revision”**, the type of review process you think the submission can go through, and click **“Submit”**.

The screenshot shows the IRBNet 'Submit Package' interface. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Submit Package' and includes a breadcrumb '[688582-2] Test - for screen captures'. Below this is a text block listing users who will be notified of the submission: Baranski, Jeni; Hagemyer, Kristin; Heineman, Jamie; and Snyder, Hillary. A form contains a 'Submission Type:' label with a dropdown menu set to 'Revision'. Below this is a text area for 'Your Comments:'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

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.