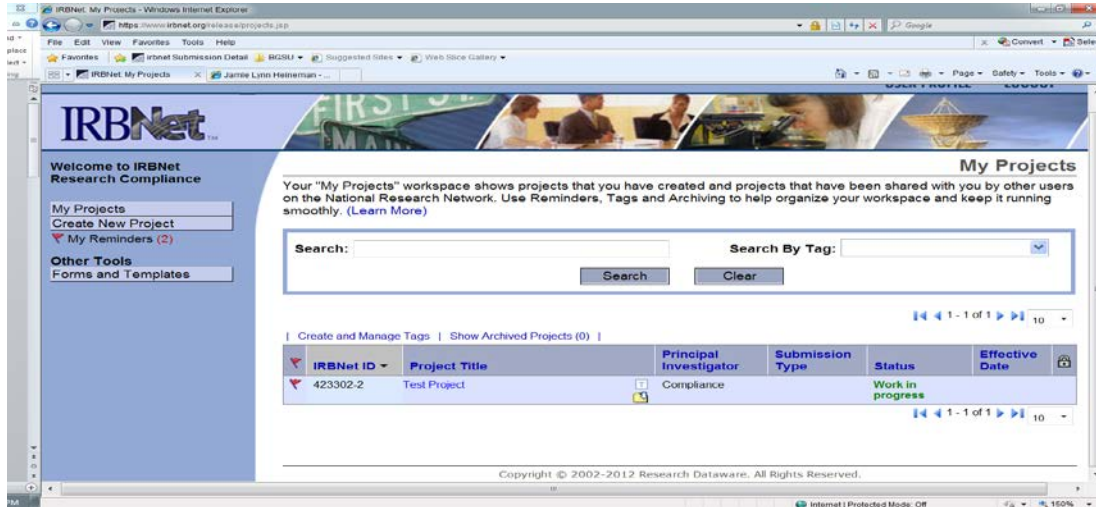
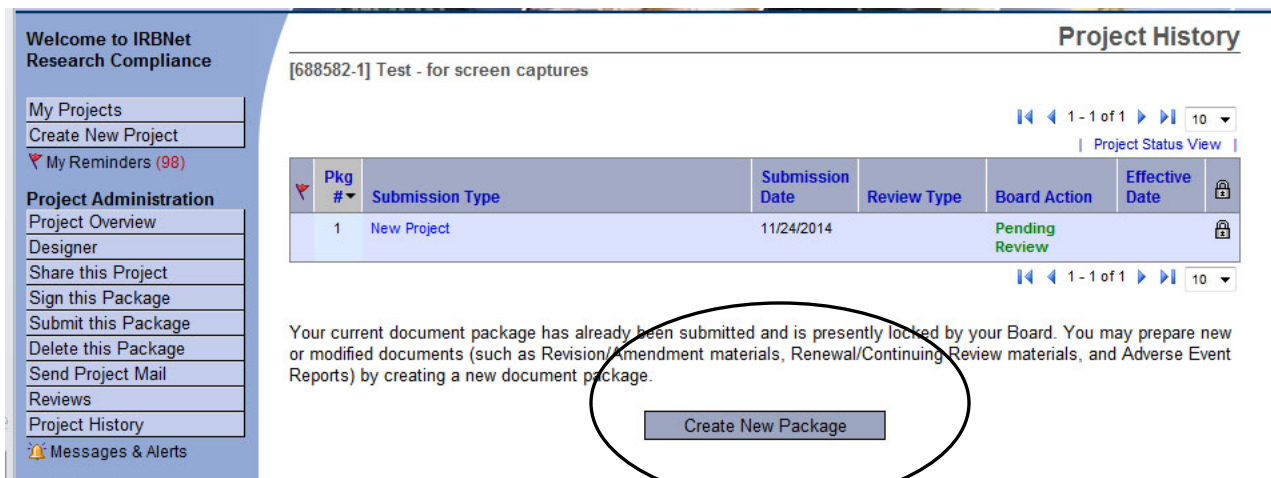


## INSTRUCTIONS FOR SUBMITTING AN ANNUAL RENEWAL

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 –Annual Renewal”) to your computer. This will ensure that you are using the most current versions of the IACUC forms.

Welcome to IRBNet Research Compliance

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

**Designer**

[688582-2] Test - for screen captures

**Step 1:**  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Bowling Green State University Institutional Animal Care and Use Committee, Bowling Green, OH

Select a Document: Forms - Annual Renewal

**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Documents in this Package:

*There are currently no documents in this package.*

- In Step #2:
  - Upload your completed documents (i.e., annual renewal 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.
  - Then click on the ‘Attach’ button.

Welcome to IRBNet Research Compliance

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

**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 \* Continuing Review/Progress Report

Description Annual Renewal Request

File \* C:\Users\hmorgan\Desktop\Annual Renewal.docx

\* required fields

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.

The screenshot shows the IRBNet interface for signing a package. On the left is a navigation menu with options like 'My Projects', 'Project Administration', and 'Other Tools'. The main content area is titled 'Sign Package' and includes a dropdown for '[688582-1] Test - for screen captures' and a role selector set to 'Principal Investigator'. Below this is a certification statement: 'I Research Compliance, as Principal Investigator, certify that to the best of my knowledge the information contained in this package is accurate and complete...'. A 'Sign' button is centered below the text. A note at the bottom says 'To sign on behalf of another person, switch to Designee Signature Mode.' and a status message at the bottom reads 'This package has not been signed'.

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 interface for submitting a package. The left navigation menu is visible, with 'Submit this Package' highlighted. The main content area is titled 'Submit Package' and includes a dropdown for '[688582-1] Test - for screen captures'. Below this is an explanatory paragraph about submitting to multiple boards. A 'Please select a Board:' section contains a search box with 'Bowling Green State University' entered, a 'Search' button, and a 'Clear' button. A checkbox for 'Only show My Default Boards' is present. A list of boards is shown, with 'Bowling Green State University Institutional Animal Care and Use...' selected. Below the list is a 'Select a Board \*' label and 'Continue' and 'Cancel' buttons. A legend at the bottom left indicates '\* required fields'.

- In the Submission Type drop-down menu, select “Continuing Review/Progress Report” and click “Submit”.

Welcome to IRBNet  
Research Compliance

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

**Other Tools**  
Forms and Templates

**Submit Package**

[688582-2] Test - for screen captures

The following users at **Bowling Green State University Institutional Animal Care and Use Committee** will be automatically notified of your submission:

Baranski, Jeni  
Hagemyer, Kristin  
Heineman, Jamie  
Snyder, Hillary

Submission Type: \* Continuing Review/Progress Report

You may also specify additional comments to be included in this notification.

Your Comments:

Submit Cancel

#### 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](mailto:hsrb@bgsu.edu).