

MODIFYING AN APPROVED PROTOCOL

You will need to upload the following documents:

1. Modification Request Form
 2. Any relevant project documents you need to modify, these could include:
 - Informed consent documents, parental permission forms, surveys, recruitment letters or emails, introductory scripts, be sure to include anything you will use in your study that will help the review committee understand your research topic and how you plan to conduct your research.
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1. Log into IRBNet (<http://www.irbnet.org>).
2. Click on “My Projects” and click the title of the project you want to modify.

The screenshot shows the IRBNet 'My Projects' workspace. The left sidebar contains links for 'My Projects', 'Create New Project', 'My Reminders (2)', 'Other Tools', and 'Forms and Templates'. The main content area has a search bar and a table of projects. The table has columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Status, and Effective Date. A single project is listed with ID 423302-2, titled 'Test Project', Principal Investigator Compliance, and Status 'Work in progress'. A black circle highlights the 'Test Project' title, and an arrow points to it.

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
423302-2	Test Project	Compliance		Work in progress	

- Click on “Project History” located on the left-hand side of the page. Then click “Create New Package”.

Welcome to IRBNet Research Compliance

Project History

[438287-1] Test Project #1

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
1	New Project	Pending Review	03/01/2013	03/01/2013	

One Package found.

Step #3a: Project History (in sidebar)

Step #3b: Create New Package (button)

- Click “Project History” tab again and choose “Work in progress (not submitted)”.

Welcome to IRBNet Research Compliance

Project History

[695137-2] test

Step #3c: Work in progress (Not submitted) (in table)

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date
1	Work in progress (Not submitted)				
1	New Project	01/12/2015	Pending Review		

- Click “Work in progress (not submitted)” to begin adding or revising documents.
 - Click “Need Forms? Show Form Libraries”

Submission Manager
 Agendas and Minutes
 My Projects
 Create New Project
 My Reminders (82)

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 (1)

Other Tools
 Track Training (7) (29)
 Forms and Templates
 Library Manager

[1011853] Test Project

Package: ▼ 1011853-2 Work in progress (Not submitted)



Click to add a package description or notes.

[Need Forms? Show Form Libraries](#)

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

Attach New Document

(When should I do this?)

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Submission Date	
1	Other	New project download.PNG	01/12/2017 09:56 AM	01/12/2017	

- In "Step 1":
 - Download the "Forms – Modification Request Form" to your computer. This will ensure that you are using the most current versions of the IRB forms.

Submission Manager
 Agendas and Minutes
 My Projects
 Create New Project
 My Reminders (83)

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 (2)

Other Tools

Package: ▼ 1011853-3 Work in progress (Not submitted)



Click to add a package description or notes.

Step 1:

| [Hide Form Libraries](#) |

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

Select a Library:

Bowling Green State University Institutional Review Board, Bowling Green, OH ▼

Select a

Forms - Amendment Request Form ▼

Document:

Download

Step 2:

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

- Once the Modification Request Form is completed, click “Add New Document” to upload the completed form.
- In “Step 2”:
 - To revise an older document, download the version to your computer, make revisions, and upload the revised document by clicking “Add New Document”

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.

New and Revised Documents in this Package:

There are currently no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

Add New Document (When should I do this?)

OR

Documents from Previous Packages that you can Revise: (When should I do this?)

- To upload new documents, click “Add New Document”.
- When uploading new or revised documents, select the “Document Type” and “Browse” for the file. Then click “Attach”.

IRBNet ID: 423302-2 USER PROFILE LOGOUT

Attach Document

[423302-2] Test Project

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 * Amendment/Modification

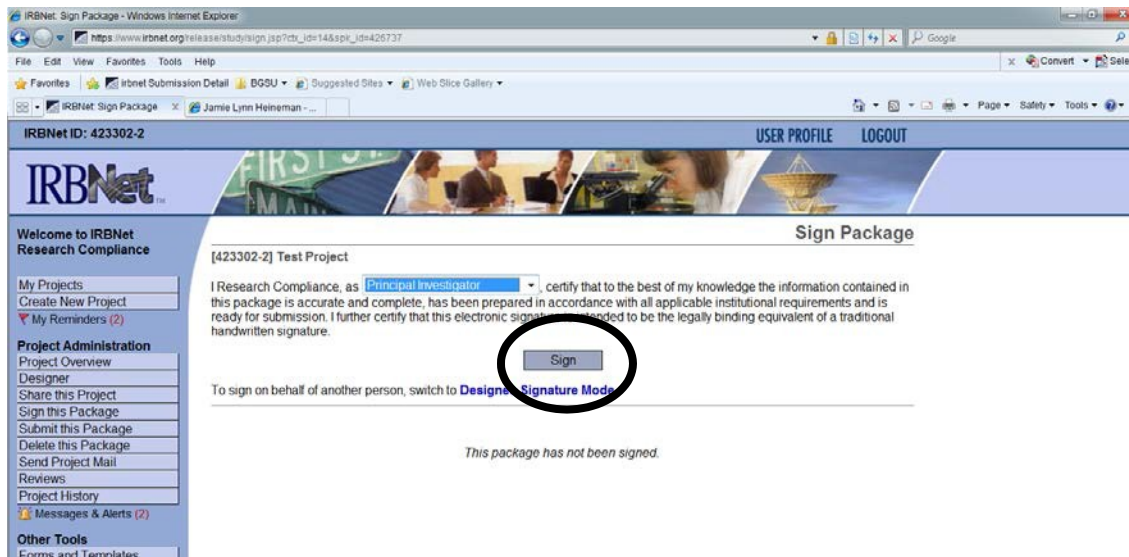
Description Modification 2/24/13

File * C:\Users\jamie\Documents\modification_revised.docx Browse...

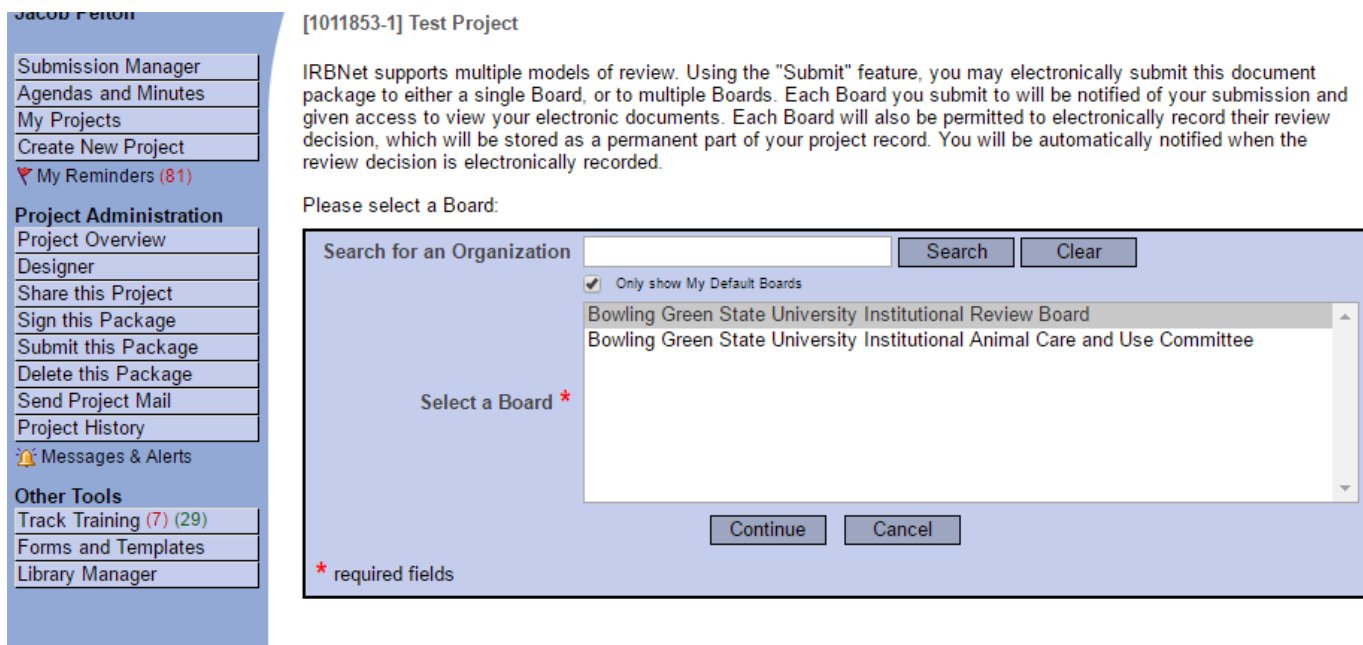
Attach Cancel

* required fields

5. Sign the package. PIs (and faculty advisor, if the PI is a student) must sign the package before it is submitted.
- Click on the “Sign this Package” button located on the left-hand side of your screen. Select your role, and click “Sign”.



6. When your project is ready to be submitted to Board. Click on “Submit this Package” button on the left-hand side of your screen.
- Make sure that “Bowling Green State University Institutional Review Board” is highlighted in the “Select a Board” box. If it is not, type the word “BOWLING” in the “Search for an Organization” box and click “Continue”.



- In the “Submission Type” drop-down menu, select “Amendment/Modification” and click “Submit”.

IRBNet: Submit Package - Windows Internet Explorer

https://www.irbnet.org/release/study/submit.jsp

File Edit View Favorites Tools Help

IRBNet ID: 423302-2 USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet Research Compliance

Submit Package

[423302-2] Test Project

The following IRBNet users at **Bowling Green State University Human Subjects Review Board** will be automatically notified of your submission:

Hagemyer, Kristin
Harms, Hillary
Heineman, Jamie

Submission Type: * Amendment/Modification

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

Your Comments:

Submit Cancel

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submit.jsp Internet | Protected Mode: Off 125%