

INSTRUCTIONS FOR SUBMITTING AN ADDENDUM REQUEST

1. After you have registered with IRBNet, log into IRBNet (<u>http://www.irbnet.org</u>). This will take you to the "My Projects" page.

bitting : Invovering and organized as a logical and a l	projects (sp	• A W + X D Grade
The first black Encoder Tools black		
Eavorites	BCSU • # Sunnetted Stet • # Web Sice Gallery	·
- Retial the Property	te L'une Madagement	A - D - C - Page - Date - Tools -
Sol - Mill account of a colored		USERTRUILE EUUUU
IRBNet	FIRSTON	
Welcome to IRBNet		My Project
Research Compliance	Your "My Projects" workspace show	ws projects that you have created and projects that have been shared with you by other use
My Projecte	on the National Research Network.	. Use Reminders, Tags and Archiving to help organize your workspace and keep it running
Create New Project	smoothly. (Learn More)	
My Reminders (2)	Service and the service of the servi	
	Search:	Search By Tag:
Other Tools		
I COLUMN IN TACA I INTERNAL		Class
Porms and Templates		Search Clear
Forms and remplates	Create and Manage Tags Show Arc	Chived Projects (0) Principal Submission Effective
Forms and Templates	Create and Manage Tags Show Arc	Search Clear I< < 1 - 1 of 1 >>1 10 chived Projects (0) Principal Investigator Submission Type Status Effective & Date
Forms and Templates	Create and Manage Tags Show Arc TIRBNet ID + Project Title 423302-2 Test Project	Search Clear Id 4 1-1 of 1 > 1 Interview of the second se
Porme and Templates	Create and Manage Tags Show Arc RBNet ID - Project Title 423302-2 Test Project	Search Clear Id < 1 - 1 of 1 > > 10 chived Projects (0) Principal investigator To compliance Compliance Work in progress Id < 1 - 1 of 1 > > 10
Forms and Templates	I Greate and Manage Tags Show Arc Item International Content of the Internation Content of the International Content of the International Conte	Search Clear I< < 1-1 of 1 > I 10 chived Projects (0) If < 1-1 of 1 > I Investigator Submission T Compliance Compliance Work in progress I < 1-1 of 1 > I I Compliance I < 1-1 of 1 > I I < 1-1 of 1 > I I < 1-1 of 1 > I

- 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.

Welcome to IRBNet						Proj	ect Histo	ory
Research Compliance	[688582-	1] Test - for screen captures						
My Projects						🚺 🖣 1-1 o	f 1 🕨 🔰 10	•
Create New Project						Pro	ject Status Vie	aw
Y My Reminders (98)	Pkg			Submission			Effective	0
Project Administration	₹ #-	Submission Type		Date	Review Type	Board Action	Date	≝
Project Overview	1	New Project		11/24/2014		Pending		A
Designer						Review		
Share this Project						🚺 🖣 1-1 of	f 1 🕨 🔰 10	
Sign this Package								
Submit this Package	Your cur	rent document package has alrea	dy been submitted	and is prese	ntly locked by y	our Board You m	av prepare r	new
Delete this Package	or modifi	ed documents (such as Revision)	Amendment mater	ials, Renewal	/Continuing Revi	ew materials, and	Adverse Ev	/ent
Send Project Mail	Reports)	by creating a new document pac	kage.		× \			
Reviews								
Project History			Create No	ew Package				
🔌 Messages & Alerts			`	-				

- 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.

Welcome to IRBNet Research Compliance	[688582-2] Test - fo	r screen captures
My Projects Create New Project	Step 1: Download blank form	ns, document templates and reference materials to assist you in assembling your document package.
Project Administration Project Overview	Select a Library: Select a Document:	Bowling Green State University Institutional Animal Care and Use Committee, Bowling Green, OH Forms - Addendum Request
Designer Share this Project Sign this Package	Step 2: Assemble your door	ument package. In addition to adding project documents to your package, IRBNet also allows you to
Submit this Package Delete this Package Send Project Mail	link your project tea Documents in this	m's Training & Credentials to your package. Package:

- In Step #2:
 - Upload your completed documents <u>(i.e., addendum request form, a PDF of email</u> <u>communication you have had with the Attending Veterinarian during pre-review, and any</u> <u>other documents associated with your submission such as figures or permits</u>) 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	Attach Document
	[688582-2] Test - for screen captures
My Projects	Ver men etter bisken state te this mediane bis sliching the "Dennes" " butter to be state a dennes at and then bis sliching
Create New Project	"Attach" The "Document Type" and optional "Description" are informational fields to assist you in managing your attached
Y My Reminders (98)	documents.
Project Administration	
Project Overview	Document Type * Amendment/Modification
Designer	Description Addendum Request
Share this Project	
Sign this Package	File * C:\Users\hmorgan\Desktop\Addendum Request.docx Browse
Submit this Package	Attach Cancel
Delete this Package	J Rudon Oundor
Send Project Mail	* required fields
Reviews	
Project History	
Maccage & Alotte	

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".

Welcome to IRBNet	Submit Package
Research Compliance	[688582-1] Test - for screen captures
My Projects Create New Project My Reminders (94) Project Administration Project Overview Designer	IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded. Please select a Board:
Share this Project	Search for an Organization Bowling Green State University Search Clear
Submit this Package Delete this Package Send Project Mail Project History Messages & Alerts Other Tools Forms and Templates	Select a Board *
	* required fields

• 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".

Welcome to IRBNet	Submit Package
Research Compliance	[688582-2] Test - for screen captures
My Projects	The following users at Bowling Green State University Institutional Animal Care and Use Committee will be
Create New Project	automatically notified of your submission:
Y My Reminders (98)	Baranski, Jeni Hanamvor, Kristin
Project Administration	Hagenyer, Vision Heineman, Jamie
Project Overview	Snyder, Hillary
Designer	Submission Type: * Amendment/Modification
Share this Project	
Sign this Package	You may also specify additional comments to be included in this notification
Submit this Package	I think this will as far full IACUC ration
Delete this Package	
Send Project Mail	-OR-
Reviews	Your Comments:
Project History	I think this can be reviewed through Designated
🏨 Messages & Alerts	
Other Tools	
Forms and Templates	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 <u>hsrb@bgsu.edu</u>.