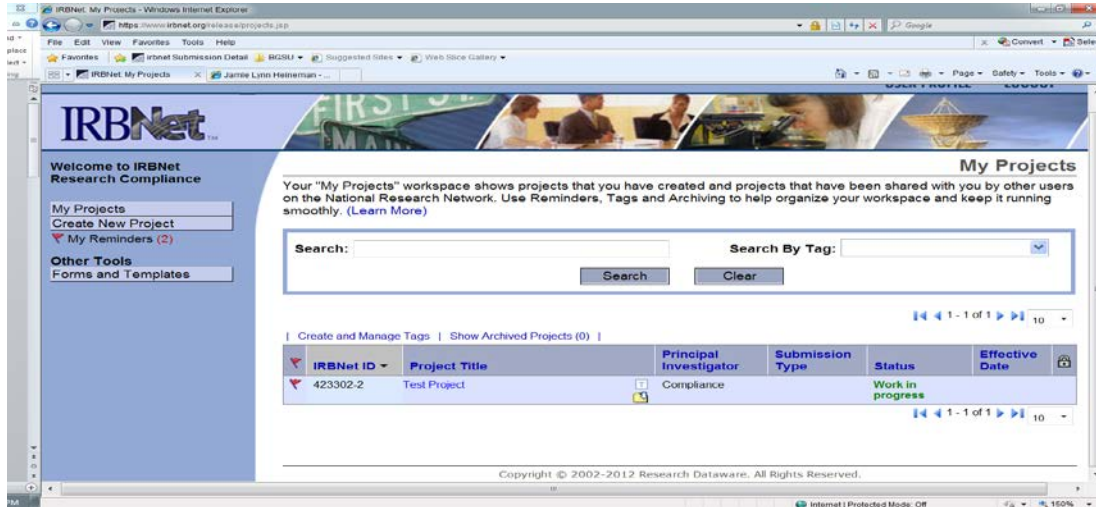


INSTRUCTIONS FOR SUBMITTING A PERSONNEL ADDITION REQUEST

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 –Personnel Addition”) 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

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 - Personnel Addition ▾

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:

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

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Research Compliance

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Reviews
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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 * Other ▾

Description Personnel Addition Request

File * C:\Users\hmorgan\Desktop\Personnel addition request.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 'Sign Package' page. 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), and 'Other Tools' (Forms and Templates). The main content area is titled 'Sign Package' and includes a header '[688582-1] Test - for screen captures'. Below the header is a text box for 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, 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.' A 'Sign' button is positioned below the text. A note states: 'To sign on behalf of another person, switch to Designee Signature Mode.' At the bottom, a message 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 'Submit Package' page. The left navigation menu is similar to the previous screenshot, but the 'Submit this Package' button is highlighted. The main content area is titled 'Submit Package' and includes a header '[688582-1] Test - for screen captures'. Below the header is a text box explaining the 'Submit' feature: '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.' Below this is a 'Please select a Board:' prompt. A search box contains 'Bowling Green State University' with 'Search' and 'Clear' buttons. An unchecked checkbox labeled 'Only show My Default Boards' is present. A list of search results shows 'Bowling Green State University Human Subjects Review Board, Bowling...' and 'Bowling Green State University Institutional Animal Care and Use...' with the latter highlighted. A 'Select a Board *' label is to the left of the list. 'Continue' and 'Cancel' buttons are at the bottom. A legend indicates '* required fields'.

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

Welcome to IRBNet
Research Compliance

My Projects
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My Reminders (98)

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Project Overview
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Sign this Package
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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: *

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

Your Comments:

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.