

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.

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 page includes a search bar, a table of projects, and a navigation sidebar. A red circle highlights the 'Test Project' title in the table, with an arrow pointing to it.

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

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

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)”.

Project History

[695137-2] test

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

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

4. 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:

Select a 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.](#)

(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.

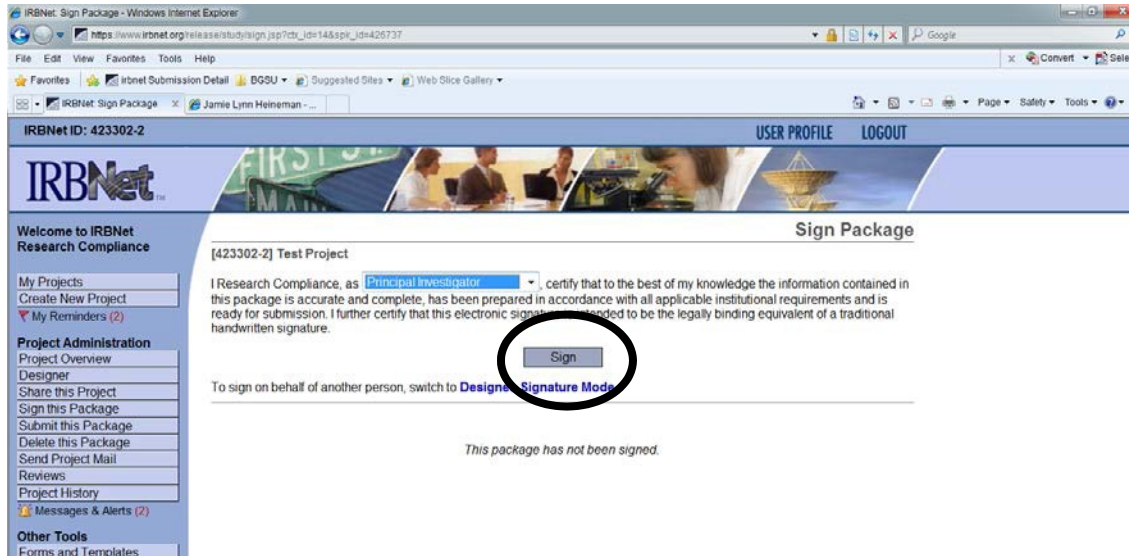
Document Type * Amendment/Modification

Description Modification 2/24/13

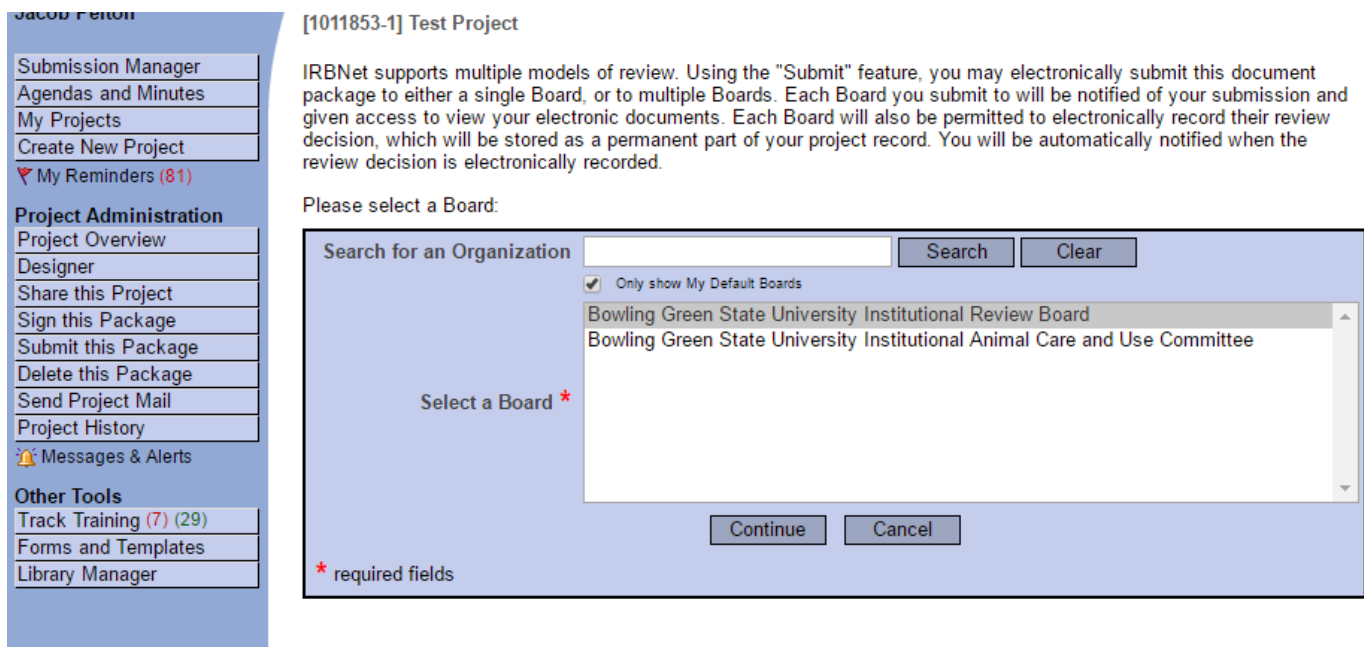
File * C:\Users\jhamie\Documents\modification_revised.docx Browse...

* required fields

- 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”.



- 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”.

The screenshot shows the IRBNet Submit Package interface in Internet Explorer. The browser address bar displays <https://www.irbnet.org/release/study/submit.jsp>. The page header includes the IRBNet logo, the text "Welcome to IRBNet Research Compliance", and the project title "[423302-2] Test Project". The "Submission Type" dropdown menu is set to "Amendment/Modification". Below the dropdown is a text area for "Your Comments:" and two buttons: "Submit" and "Cancel". The "Submit" button is circled in black with an arrow pointing to it. The page footer contains the text "Copyright © 2002-2012 Research Dataware. All Rights Reserved." and "Internet | Protected Mode: Off".