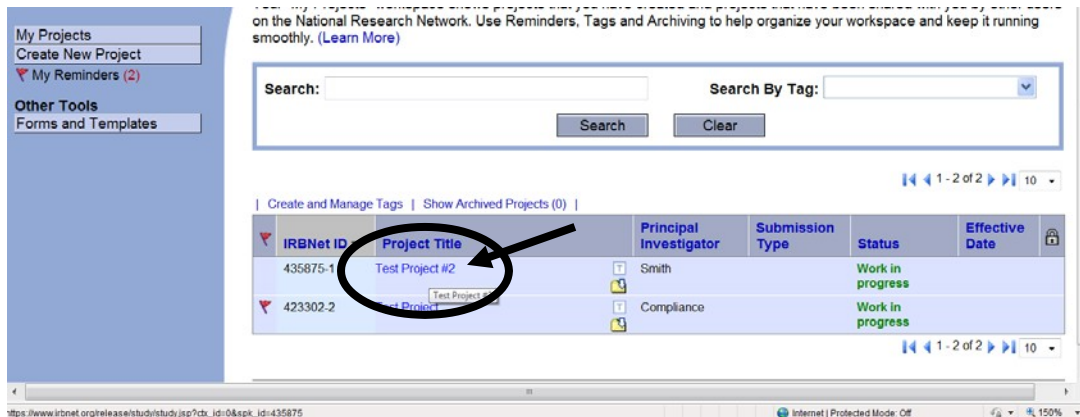
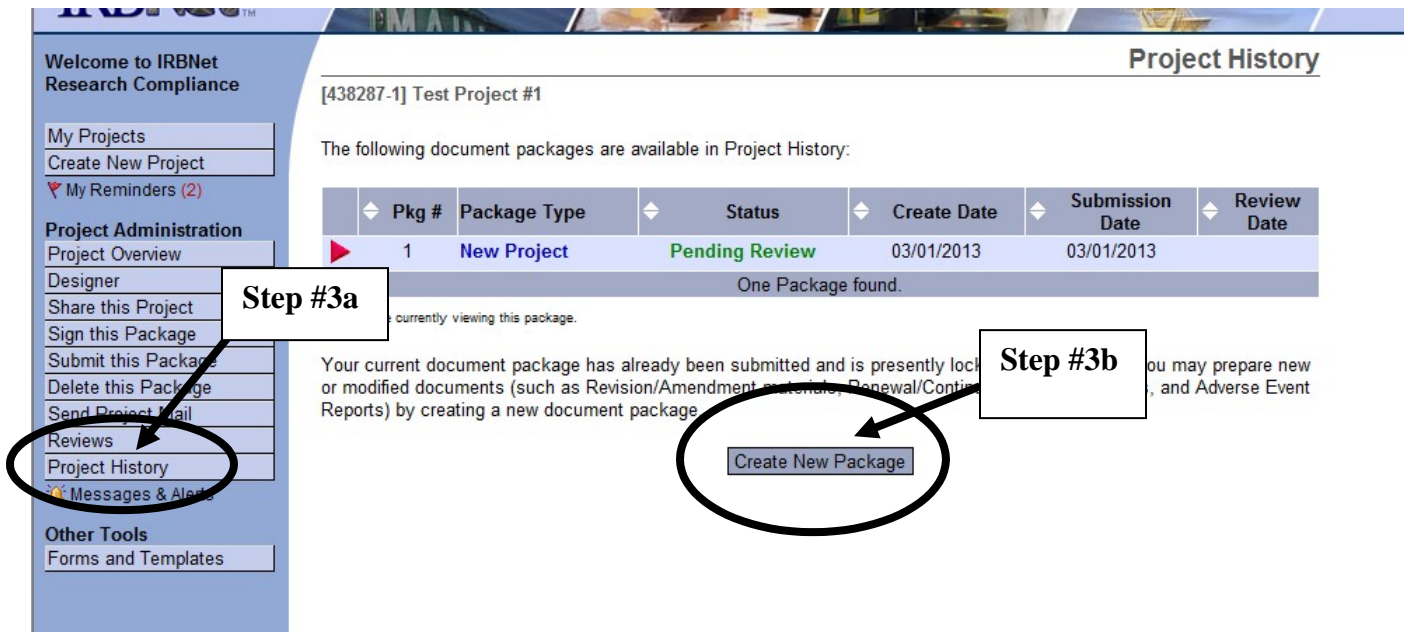


CONTINUING REVIEW/PROJECT CLOSURE

1. Log into IRBNet (<http://www.irbnet.org>).
2. Click on “My Projects” and click the title of the project you want to modify.



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



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

IRBNet ID: 695137-2 USER PROFILE LOGOUT

Welcome to IRBNet Research Compliance

[695137-2] test Project History

My Projects
Create New Project
My Reminders (144)

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

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	

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

[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?)

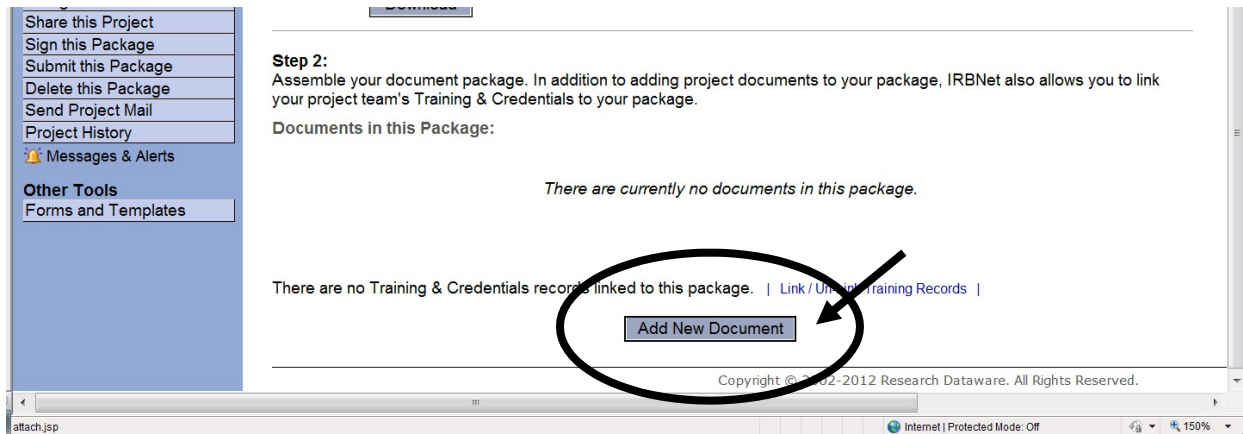
Documents from Previous Packages that you can Revise: (When should I do this?)

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

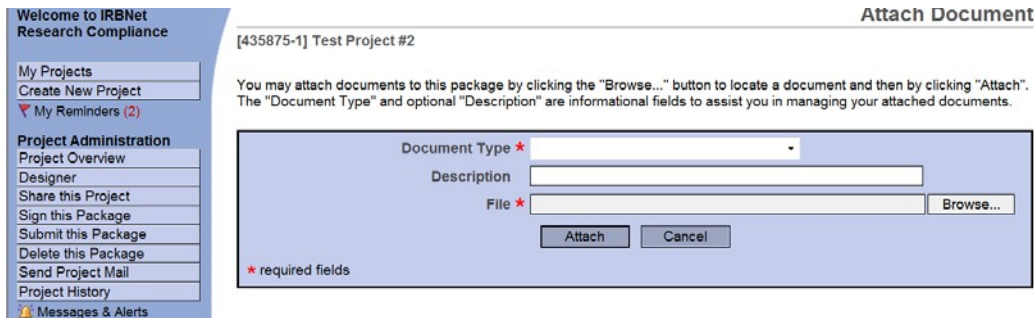
- In “Step 1”:
 - Download the “Forms – Continuing Review/Closure Form” to your computer. This will ensure that you are using the most current versions of the IRB forms.

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: Agendas and Minutes, My Projects, Create New Project, My Reminders (82), Project Administration (highlighted), Project Overview, Designer, Share this Project, Sign this Package, Submit this Package, Delete this Package, Send Project Mail, Reviews, Project History, and Messages & Alerts (1). The main content area is titled "Package: 10110352 - Work in progress (not submitted)". Below the title is a text box with a plus icon and the text "Click to add a package description or notes." The main content area is divided into two steps. Step 1 is titled "Step 1:" and contains the text "Download blank forms, document templates and reference materials to assist you in assembling your document package." followed by a link "Hide Form Libraries". Below this is a form with two dropdown menus. The first dropdown is labeled "Select a Library:" and has the value "Bowling Green State University Institutional Review Board, Bowling Green, OH". The second dropdown is labeled "Select a Document:" and has the value "Forms - Continuing Review/Closure Form". Below the second dropdown is a "Download" button. Step 2 is titled "Step 2:" and contains the text "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." followed by a link "Learn more".

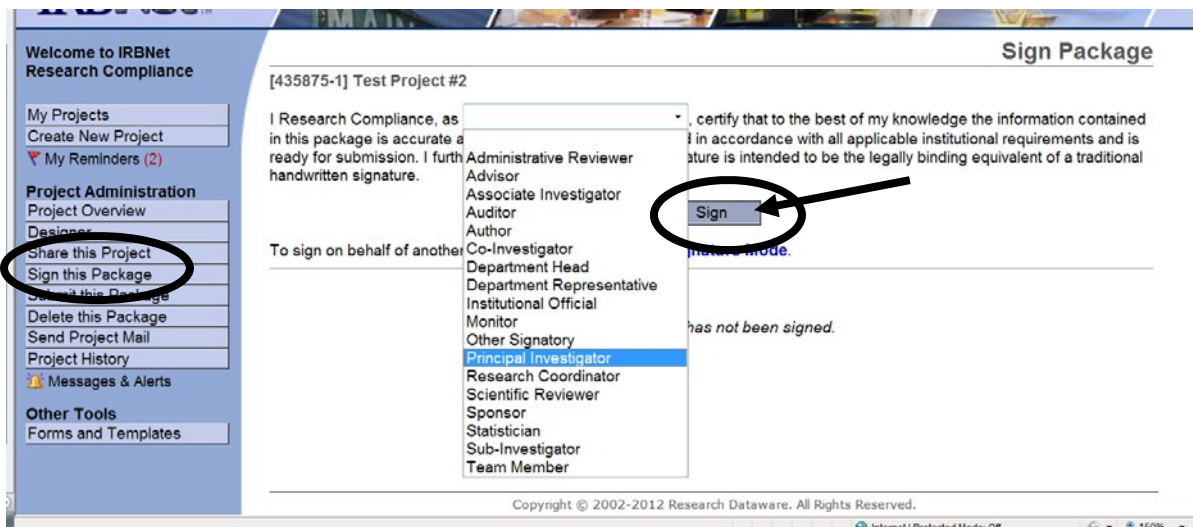
- Once the Continuing Review/Closure form is completed, click “Add New Document” to upload the completed form.



- In “Step 2”:
- To upload the consent documents used during the past year, click “Add New Document”.
- When uploading new or revised documents, select the “Document Type” and “Browse” for the file. Then click “Attach”.



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”.



- 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, Bowling Green, OH" 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".

JACOB FELTON

[1011853-1] Test Project

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:

Search for an Organization Search Clear

Only show My Default Boards

Bowling Green State University Institutional Review Board
Bowling Green State University Institutional Animal Care and Use Committee

Select a Board *

Continue Cancel

* required fields

Submission Manager
Agendas and Minutes
My Projects
Create New Project
My Reminders (81)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
Messages & Alerts

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

- In the "Submission Type" drop-down menu, select "Continuing Review/Progress Report" or "Closure/Final Report" and click "Submit".

Welcome to IRBNet
Research Compliance

My Projects
Create New Project
My Reminders (2)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
Messages & Alerts

Other Tools
Forms and Templates

Submit Package

[435875-1] Test Project #2

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: * Continuing Review/Progress Report

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

Your Comments:

Submit Cancel

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