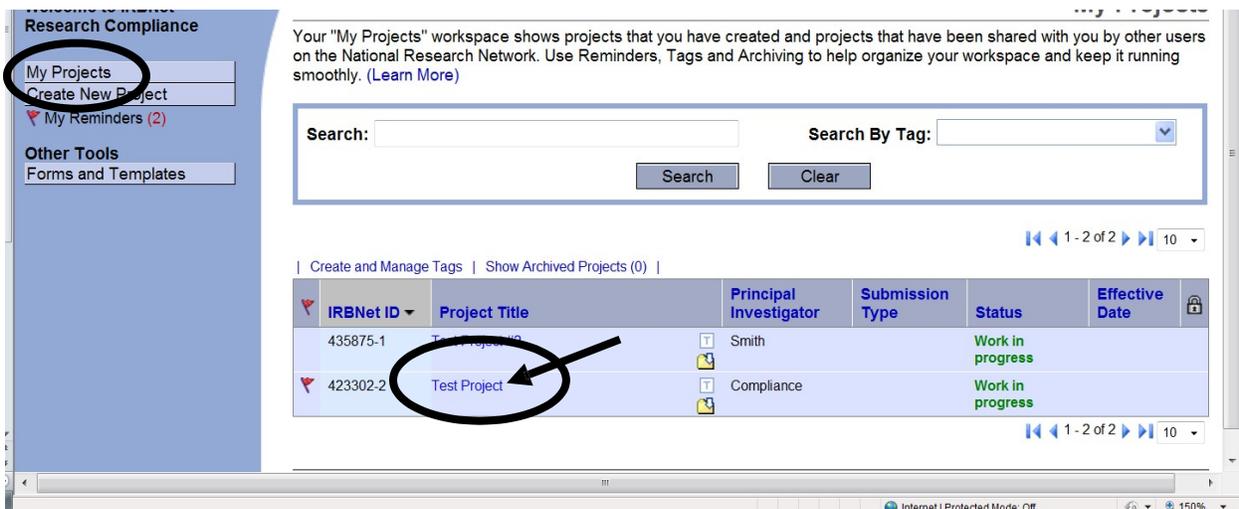
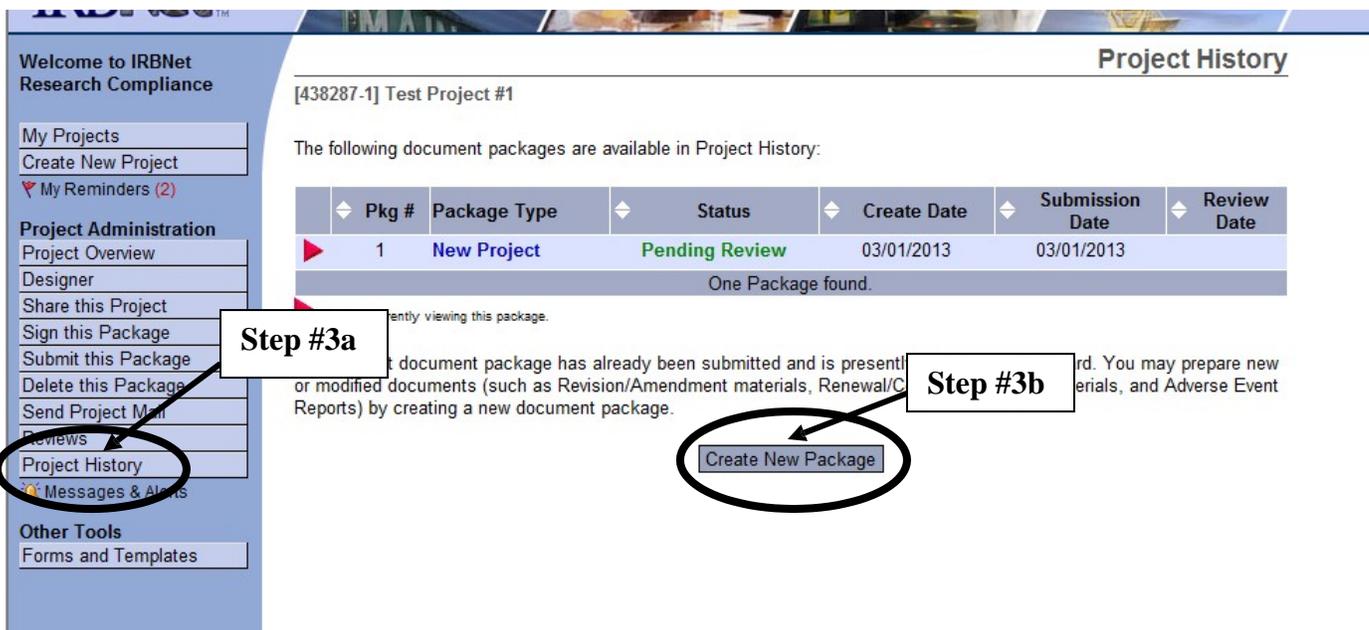


## MAKING REVISIONS TO SEEK FINAL APPROVAL

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”.



- Choose “New Document Package”

IRBNet ID: 438287-2

USER PROFILE LOGOUT

Welcome to IRBNet Research Compliance

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

Other Tools

[438287-2] Test Project #1

The following document packages are available in this project:

| Pkg # | Package Type         | Status           | Create Date | Submission Date | Review Date |
|-------|----------------------|------------------|-------------|-----------------|-------------|
| 2     | New Document Package | Work in progress | 03/01/2013  |                 |             |
| 1     | New Project          | Pending Review   | 03/01/2013  | 03/01/2013      |             |

2 Packages found, displaying all Packages.

You are currently viewing this package.

4. Click “New Document Package” to begin adding or revising documents.

- To revise an older document, download the version to your computer, make revisions, and upload the revised document by clicking “Add New Document”
- To upload new documents, click “Add New Document”.

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History

Messages & Alerts (2)

Other Tools

Forms and Templates

**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.*

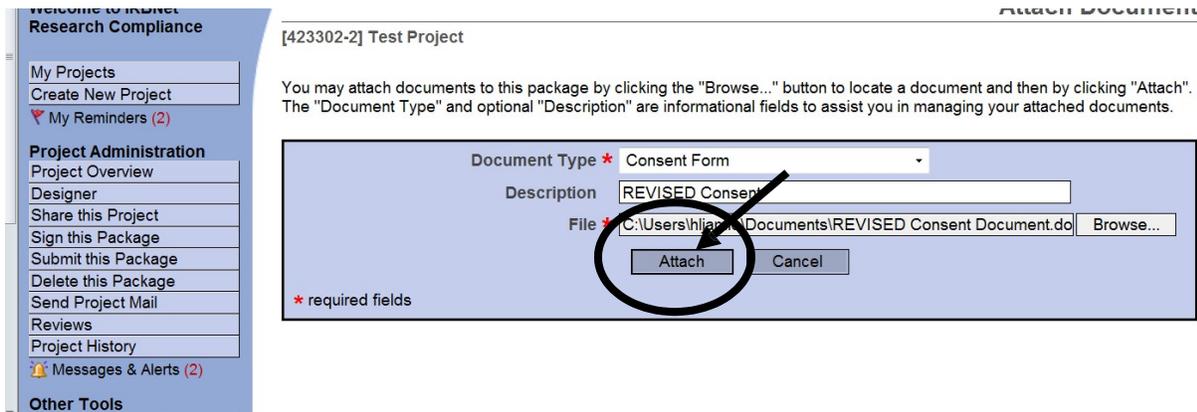
There are no Training & Credentials records linked to this package. | [Link](#) | [Un-Link Training Records](#) |

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

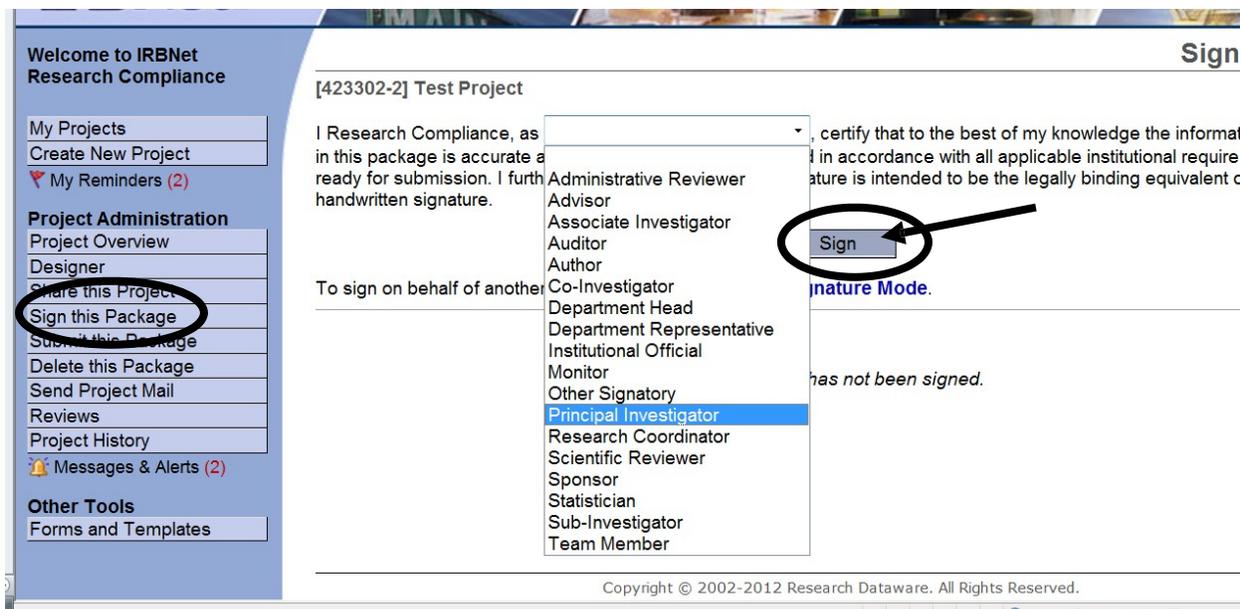
**Add New Document** (When should I do this?)

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

5. When uploading new or revised documents, select the “Document Type” and “Browse” for the file. Then click “Attach”.



6. Sign the package. Sign the package. PI's (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”.
  - If you are a graduate or under-graduate student, please share the project with your advisor to have them electronically sign off on the package as well.



- Your project is ready to be submitted to committee. Click on 'Submit this Package' button on the left-hand side of your screen.
  - Make sure that "Bowling Green State University, 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

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

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

- In the "Submission Type" drop-down menu, select "Revision" 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  
 Reviews  
 Project History  
 Messages & Alerts (2)

**Other Tools**  
 Forms and Templates

[423302-2] Test Project

Submit Package

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: \* Revision

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

Your Comments:

Submit Cancel

Copyright © 2002-2012 Research Dataware. All Rights Reserved.

Internet | Protected Mode: Off | 150%