



BALL STATE
UNIVERSITY

Office of Research Integrity

IRBNet User Manual

August 2021

The Office of Research Integrity is pleased to provide Ball State researchers with this manual to assist them in using our online protocol submission system, IRBNet. You will find step-by-step instructions and assistance with first-time registration, submission, continuing review, modifications, adverse event reporting, and study closure within this document. If you encounter any problems or have questions regarding the protocol submission process, please contact the Office of Research Integrity.

Office of Research Integrity

West Quad Room 100

(765) 285-5052

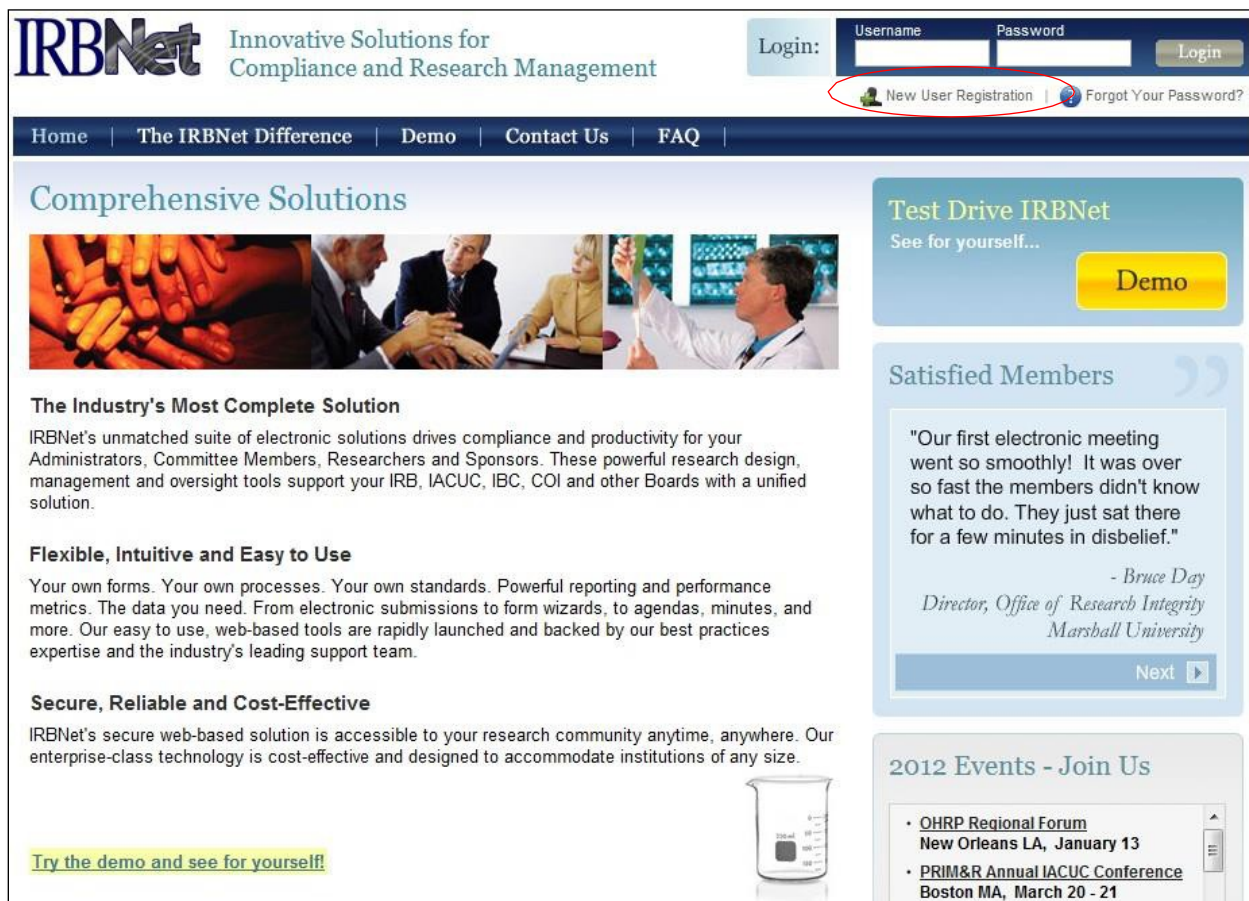
orihelp@bsu.edu

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Registration

1. Navigate to <http://www.irbnet.org>
2. Look for the login box, located in the upper right portion of the website.
3. Click on **“New User Registration.”**



IRBNet Innovative Solutions for Compliance and Research Management

Login: Username Password

[New User Registration](#) | [Forgot Your Password?](#)

Home | The IRBNet Difference | Demo | Contact Us | FAQ

Comprehensive Solutions

The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

Secure, Reliable and Cost-Effective

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

[Try the demo and see for yourself!](#)

Test Drive IRBNet
See for yourself... [Demo](#)

Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."

- Bruce Day
Director, Office of Research Integrity
Marshall University

[Next](#)

2012 Events - Join Us

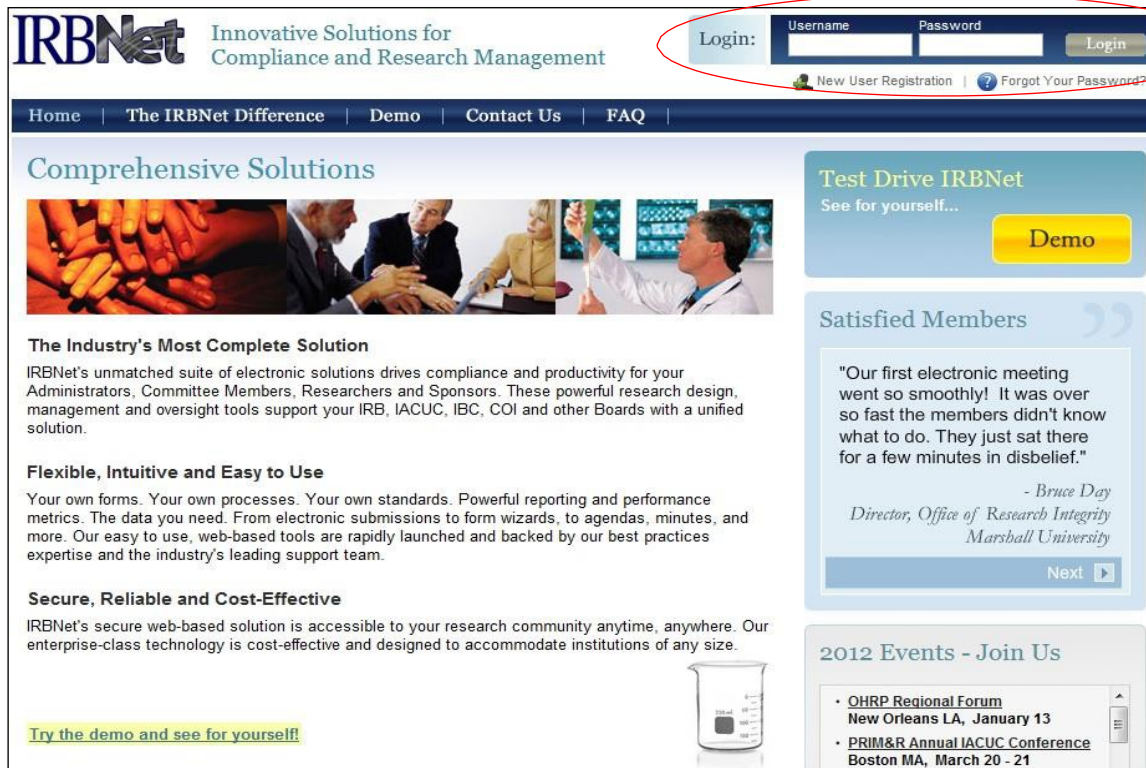
- OHRP Regional Forum
New Orleans LA, January 13
- PRIM&R Annual IACUC Conference
Boston MA, March 20 - 21

4. Fill in the information necessary to create your account.
5. After you click **“Continue,”** accept the Terms of Use.
6. Select Ball State University. To do this, type **“Ball State University”** in the **“search for an organization”** space.
7. Click **“continue”** and enter your contact information. The email address entered will be used to contact you regarding IRB decisions related to your future protocol(s).
8. Confirm all the information that you have entered, and be sure that you are listed as a **“Researcher”** at Ball State University.
9. After completing your registration, you will receive an email from IRBNet. Click on the provided link sent to you in the email, which will redirect you to IRBNet.org. Type your username and password to log in.

[Back to Top](#)

Creating a New Project

1. Navigate to www.irbnet.org and log in using the username and password you created from the previous section. If you have not created an account, please follow the necessary steps in the "[Registration](#)" section.



The screenshot shows the IRBNet website homepage. The header includes the IRBNet logo and the tagline "Innovative Solutions for Compliance and Research Management". A navigation bar contains links for Home, The IRBNet Difference, Demo, Contact Us, and FAQ. The main content area is titled "Comprehensive Solutions" and features a large image of people in a meeting. Below the image, there are three sections: "The Industry's Most Complete Solution", "Flexible, Intuitive and Easy to Use", and "Secure, Reliable and Cost-Effective". On the right side, there is a "Test Drive IRBNet" section with a "Demo" button, a "Satisfied Members" section with a quote from Bruce Day, and a "2012 Events - Join Us" section listing two events. The login area is circled in red and includes a "Login:" label, "Username" and "Password" input fields, a "Login" button, and links for "New User Registration" and "Forgot Your Password?".


IRBNet Innovative Solutions for Compliance and Research Management

Login: Username Password Login

New User Registration | Forgot Your Password?

Home | The IRBNet Difference | Demo | Contact Us | FAQ

Comprehensive Solutions



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Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

Secure, Reliable and Cost-Effective

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

[Try the demo and see for yourself!](#)

Test Drive IRBNet
See for yourself... [Demo](#)

Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."

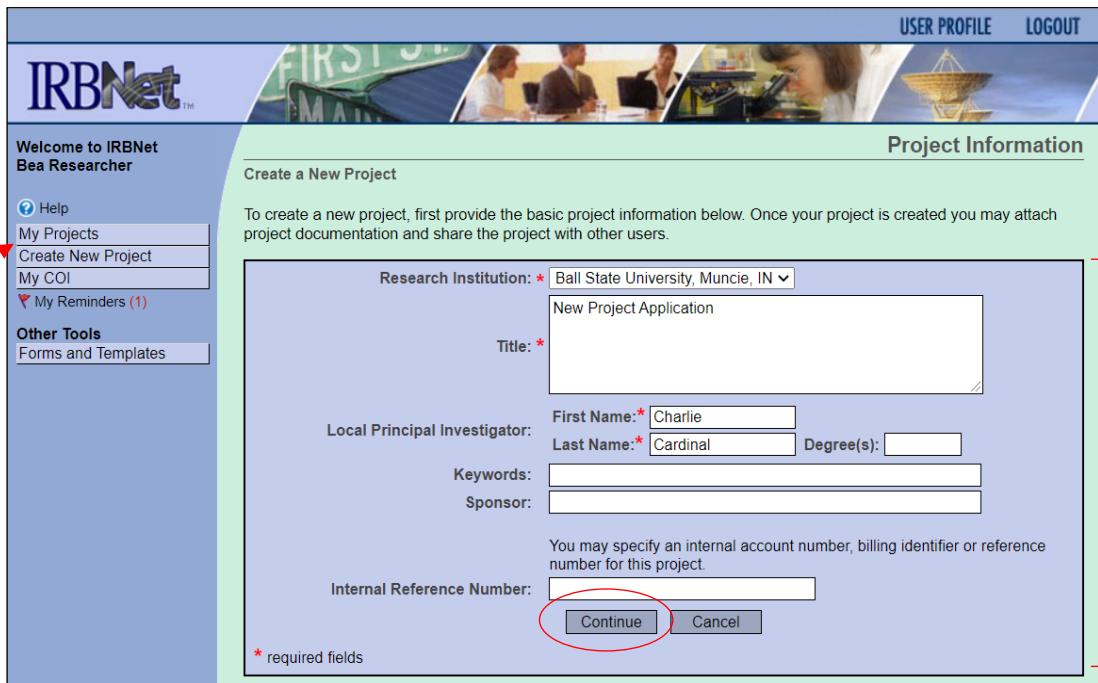
- Bruce Day
Director, Office of Research Integrity
Marshall University

[Next](#)

2012 Events - Join Us

- [OHRP Regional Forum](#)
New Orleans LA, January 13
- [PRIM&R Annual IACUC Conference](#)
Boston MA, March 20 - 21

2. Select **“Create New Project”** from the left-hand menu. You should then see a screen that looks like the one below.
3. Enter the title of the project and your name. If this is a sponsored study, enter the funding agency’s name in the sponsor box. The keywords box may be useful for you if you have several studies and need to find this study later, based upon a specific keyword. Any field marked with an asterisk (*) must be completed.
4. Once you are finished, click **“Continue.”**



USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)
Other Tools
Forms and Templates

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: * Ball State University, Muncie, IN ▼

Title: *
New Project Application

Local Principal Investigator:
First Name: * Charlie
Last Name: * Cardinal Degree(s):
Keywords:
Sponsor:

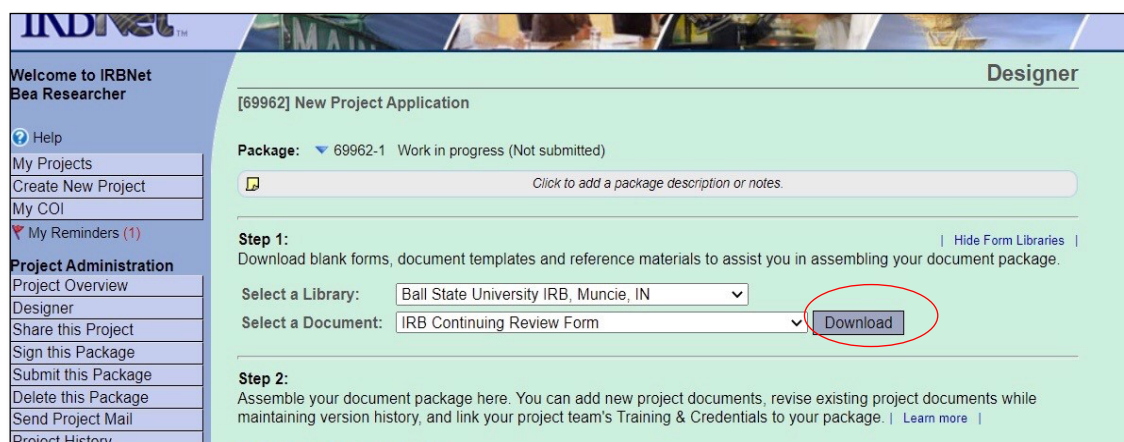
You may specify an internal account number, billing identifier or reference number for this project.

Internal Reference Number:

Continue Cancel

* required fields

5. You can download any forms you may need via the Document dropdown menu under “Step 1” of this screen. You can return to this menu at a later time, so feel free to skip this for now.



IRBNet™

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History

Designer

[69962] New Project Application

Package: ▼ 69962-1 Work in progress (Not submitted)

Click to add a package description or notes.

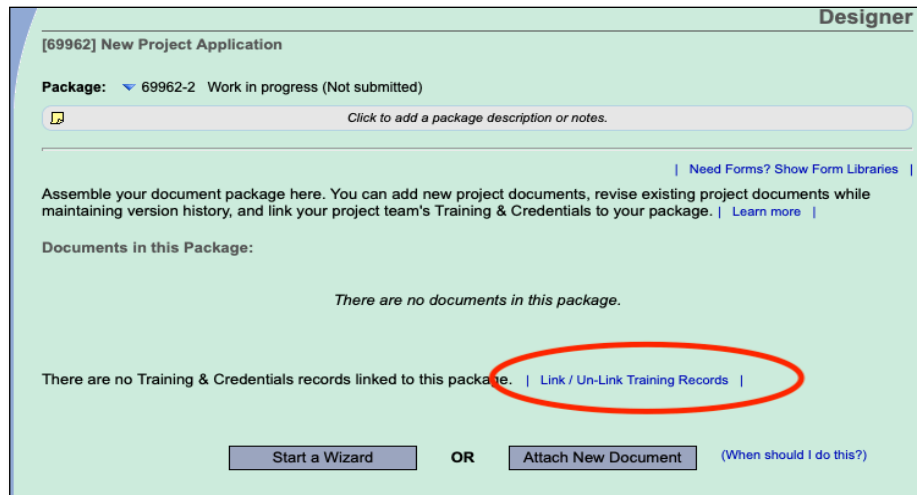
Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package. | Hide Form Libraries |

Select a Library: Ball State University IRB, Muncie, IN ▼

Select a Document: IRB Continuing Review Form ▼ 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 |

6. Link the CITI training of all key personnel to the package. Refer to page 17 for detailed instructions.



Designer

[69962] New Project Application

Package: ▼ 69962-2 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](#)

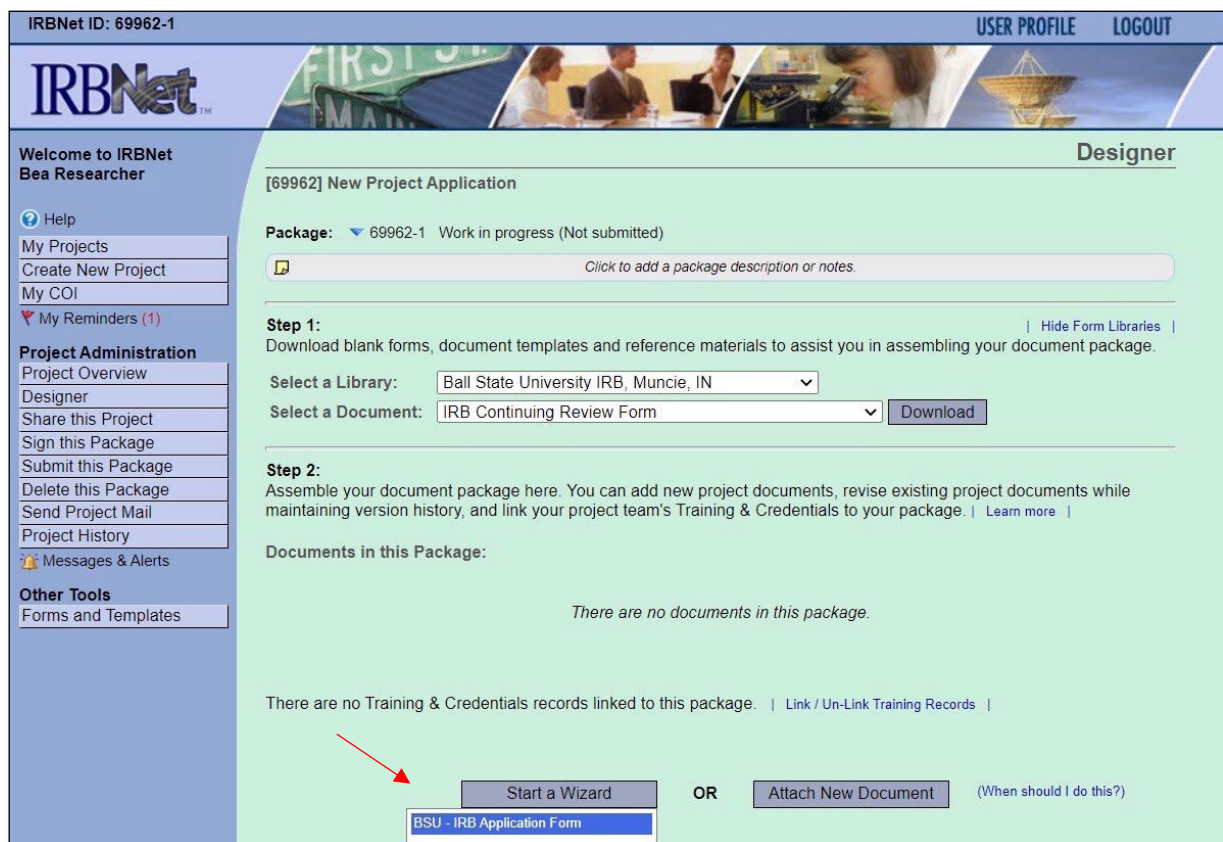
Documents in this Package:

There are no documents in this package.

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

Start a Wizard OR **Attach New Document** (When should I do this?)

7. Access a new application form by clicking “Start a Wizard” and selecting the “BSU – IRB Application Form.”



IRBNet ID: 69962-1

USER PROFILE **LOGOUT**

IRBNet

Welcome to IRBNet
Bea Researcher

[Help](#)

[My Projects](#)

[Create New Project](#)

[My COI](#)

[My Reminders \(1\)](#)

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](#)

Designer

[69962] New Project Application

Package: ▼ 69962-1 Work in progress (Not submitted)

[Click to add a package description or notes.](#)

Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package. [Hide Form Libraries](#)

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:

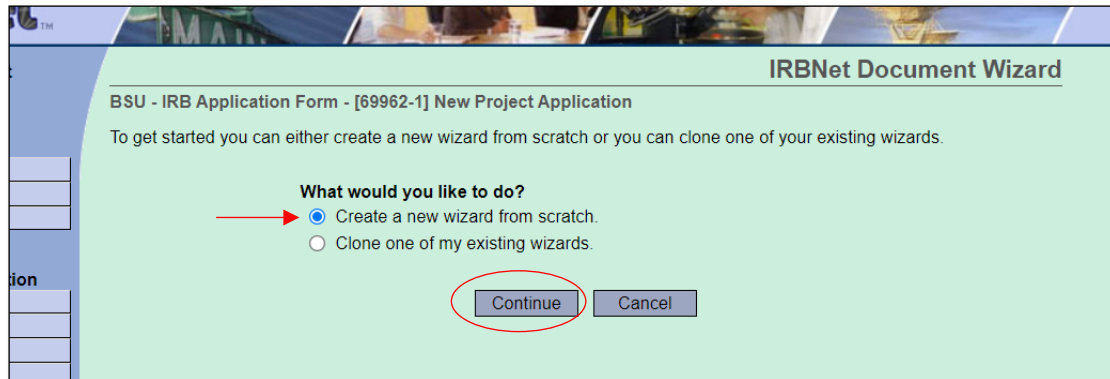
There are no documents in this package.

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

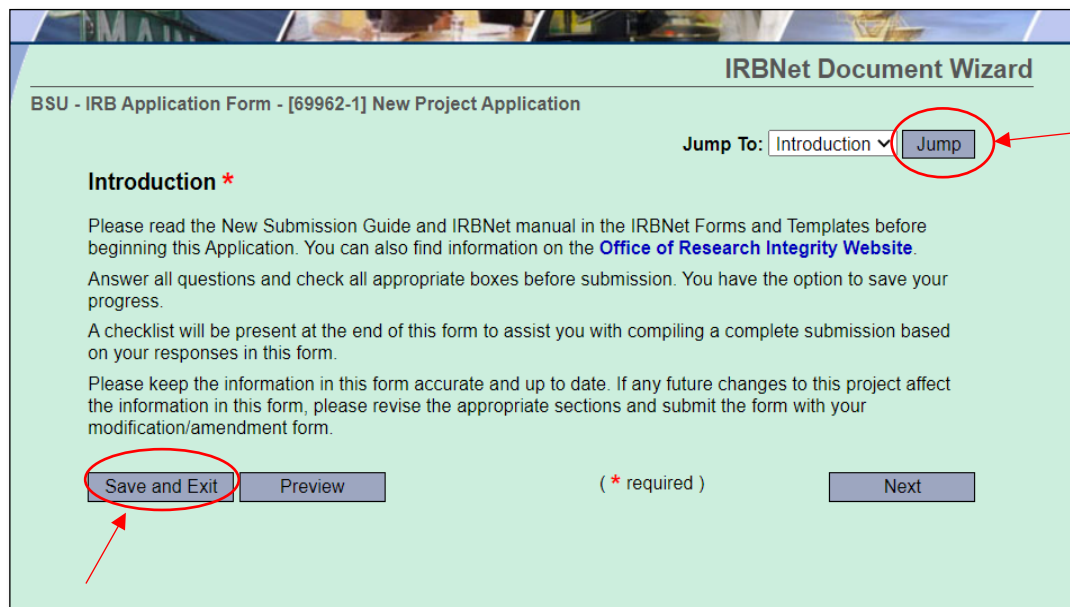
Start a Wizard OR **Attach New Document** (When should I do this?)

BSU - IRB Application Form

8. Create a new wizard and continue.

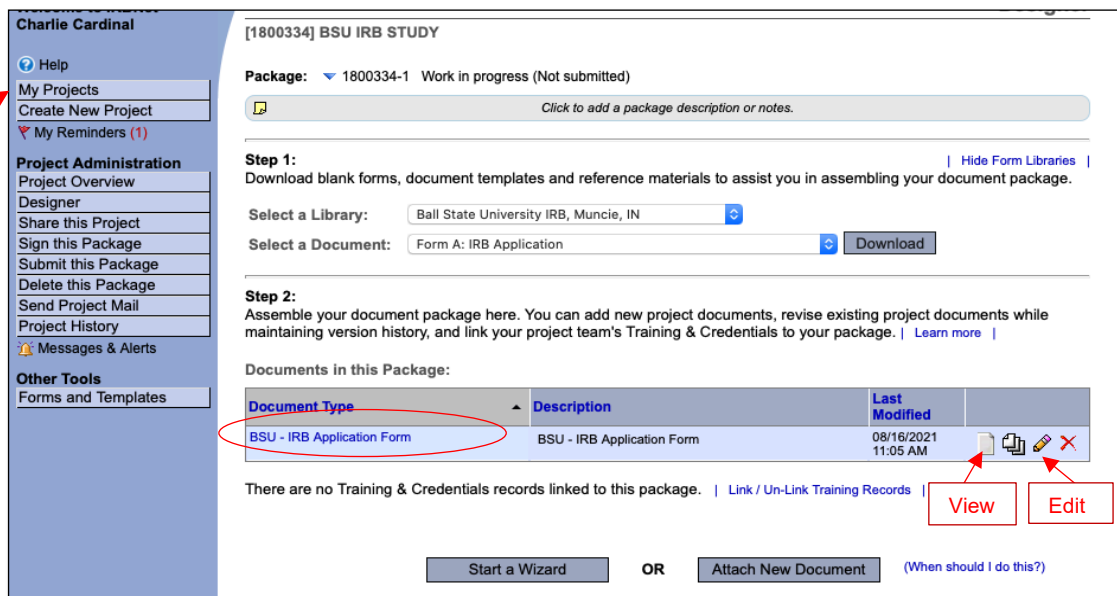


9. You should now be viewing the first page (Instructions) of the application form, as depicted below.
10. Complete the form as prompted. Anything marked with an asterisk (*) is required. Move to each new page by clicking **“Next.”**
11. As you progress throughout the application, you will be able to navigate to different sections via the **“Jump To”** menu in the upper right-hand corner.



12. If you need to leave the form before it is completed, select **“Save and Exit”** in the bottom left. You can re-access the form at any time before final submission of your project by selecting the desired protocol from **“My Projects”** and clicking on the pencil icon.

13. Once you hit the **“Save and Exit”** button, you will be taken back to the Designer page. On the Designer page, the Wizard application form (BSU-IRB Application) will now appear as a new document in the package.
14. By clicking the document icon (**“View this document”**), you can download a PDF version of your completed Wizard (application) form.



Charlie Cardinal

[1800334] BSU IRB STUDY

Package: 1800334-1 Work in progress (Not submitted)

Click to add a package description or notes.




Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package. [Hide Form Libraries](#)

Select a Library: Ball State University IRB, Muncie, IN

Select a Document: Form A: IRB Application [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:

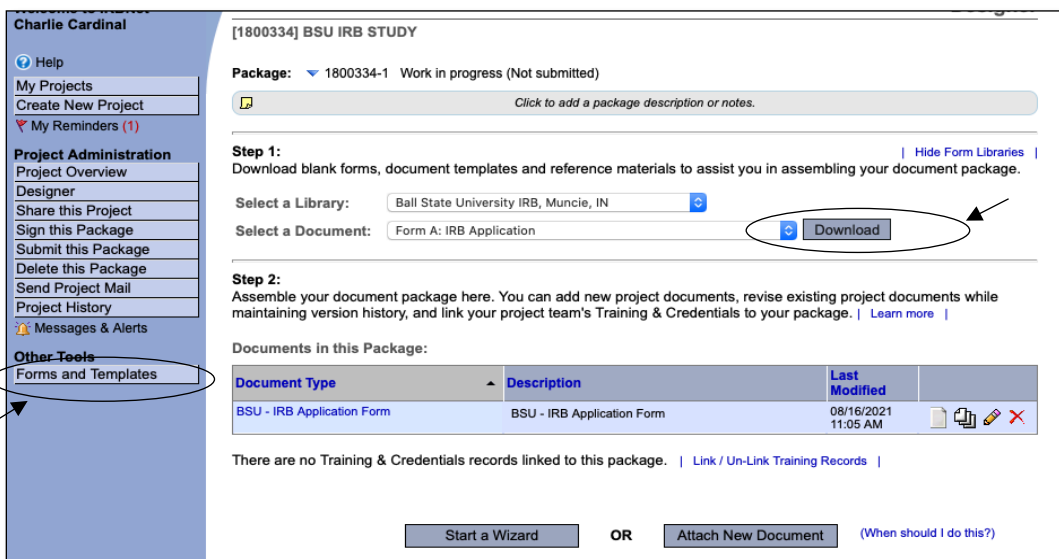
Document Type	Description	Last Modified	
BSU - IRB Application Form	BSU - IRB Application Form	08/16/2021 11:05 AM	  

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

[View](#) [Edit](#)

[Start a Wizard](#) OR [Attach New Document](#) (When should I do this?)

15. Click the drop-down list to select which form you would like to download. Then click **“Download.”** You can also access all of the forms by clicking the **“Forms and Templates”** button.



Charlie Cardinal

[1800334] BSU IRB STUDY

Package: 1800334-1 Work in progress (Not submitted)

Click to add a package description or notes.




Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package. [Hide Form Libraries](#)

Select a Library: Ball State University IRB, Muncie, IN

Select a Document: Form A: IRB Application [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:

Document Type	Description	Last Modified	
BSU - IRB Application Form	BSU - IRB Application Form	08/16/2021 11:05 AM	  

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

[Start a Wizard](#) OR [Attach New Document](#) (When should I do this?)

Note: You will see the list of supplementary documents you need to submit at the end of your wizard form. Please note that the IRB may ask you for additional documents not listed, if necessary.

BSU - IRB Application Form - [1800334-1] BSU IRB STUDY

Jump To:

Form Complete

Jump

Form Complete

Thank you for completing the **BSU - Human Subjects Research Application**. Please upload the additional documents listed below. The ORI staff and/or the IRB board may ask you to submit other materials not listed below, if necessary.

Please click **Preview** to review your application. Refer to the list of additional documents, please ensure that you have attached all the necessary documentation for complete IRB review.

Additional Documentation:

- Data Security and Storage Plan
- CITI Training Certificate (Basic/Refresher Course)
- Data Collection (Screening, Survey, interview questions, focus group protocol, lab protocol, etc.).
- Adult Informed Consent Form

Save and Exit

Preview

Previous

16. Within the “Designer” page, click “Attach New Document.”

Charlie Cardinal

Help

My Projects

Create New Project

My Reminders (1)

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

[1800334] BSU IRB STUDY

Package:

1800334-1

Work in progress (Not submitted)

Click to add a package description or notes.

Step 1:

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

Ball State University IRB, Muncie, IN

Select a Document:





Form A: IRB Application

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:

Document Type	Description	Last Modified	
BSU - IRB Application Form	BSU - IRB Application Form	08/16/2021 11:05 AM	   

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

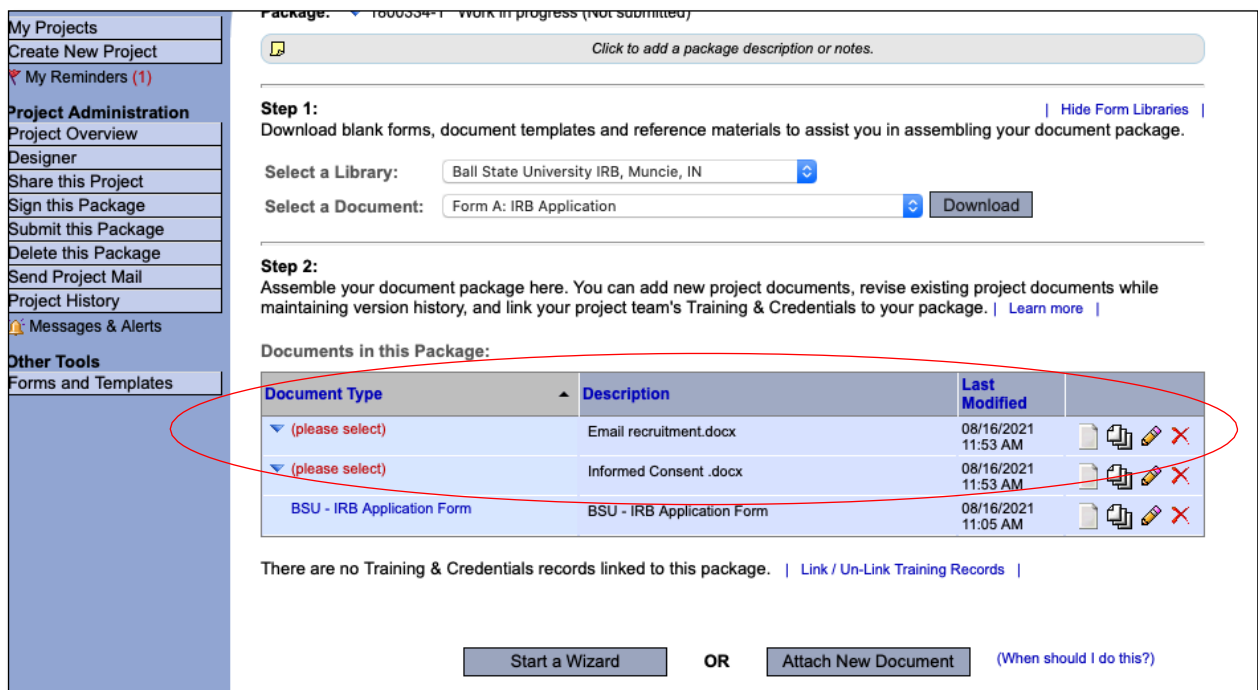
Start a Wizard

OR

Attach New Document

(When should I do this?)

17. Click, **“Attach New Document”** and browse your computer for the file you want to attach. Click **“Open,”** and then a list will appear on IRBNet, including document type, the title of the document, and the date that the document was last updated on IRBNet. You are also able to view, edit, and delete the document.
18. If you have additional materials (such as a file containing recruitment materials, survey questions, consent forms, proof of CITI training, letter of support, etc.), complete these steps again. For document type, select the one that best represents what is in the additional document, or choose **“Other”** and type what the document is in the **“Description”** box.



Package: 1000334-1 Work in progress (not submitted)

Click to add a package description or notes.










Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package. [Hide Form Libraries](#)

Select a Library: Ball State University IRB, Muncie, IN

Select a Document: Form A: IRB Application [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:

Document Type	Description	Last Modified	
(please select)	Email recruitment.docx	08/16/2021 11:53 AM	  
(please select)	Informed Consent .docx	08/16/2021 11:53 AM	  
BSU - IRB Application Form	BSU - IRB Application Form	08/16/2021 11:05 AM	  

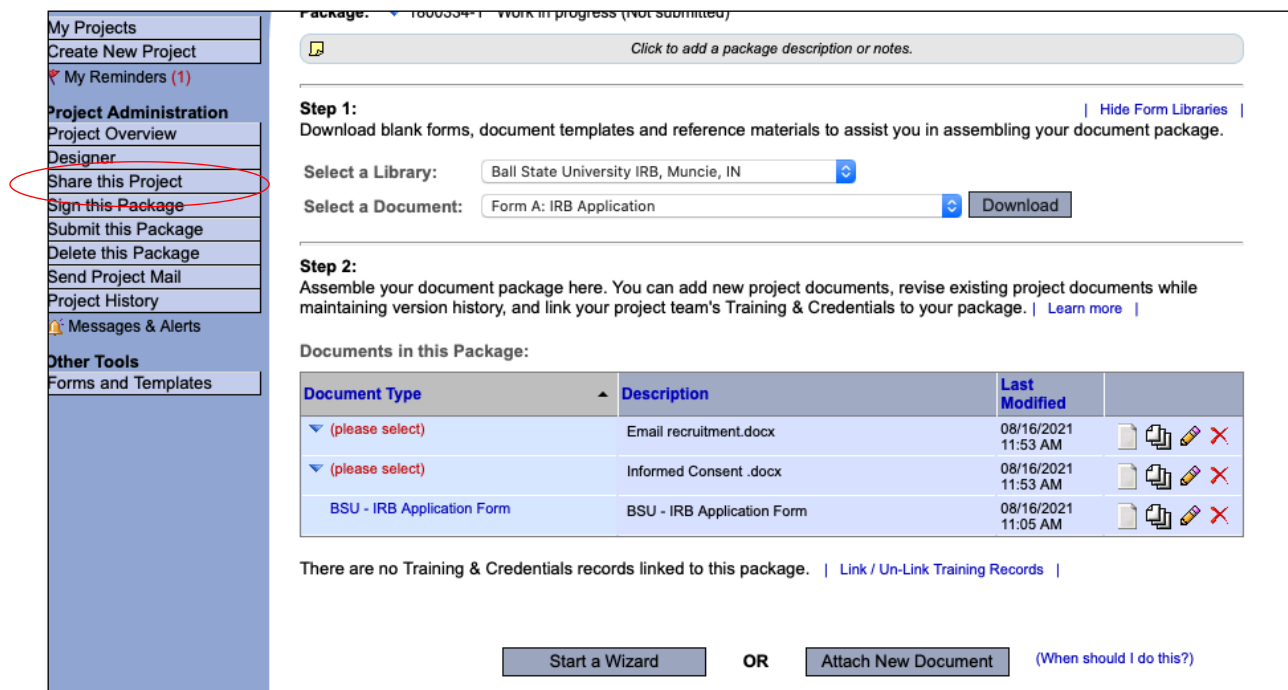
There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

[Start a Wizard](#) OR [Attach New Document](#) (When should I do this?)

- Make sure you have completed all pieces of the IRB Application and create separate documents for possible recruitment materials, surveys, media permission forms, letters of support, FERPA release forms, informed consent forms, etc.
- If you have questions about which forms you need, please contact our office.

19. Once all files have been uploaded, you may need to share your study with others. To share your project with another person, the person must be registered with IRBNet.

20. Select the “**Share this Project**” located on the left side of the page. This is located under the “Project Administration” heading.



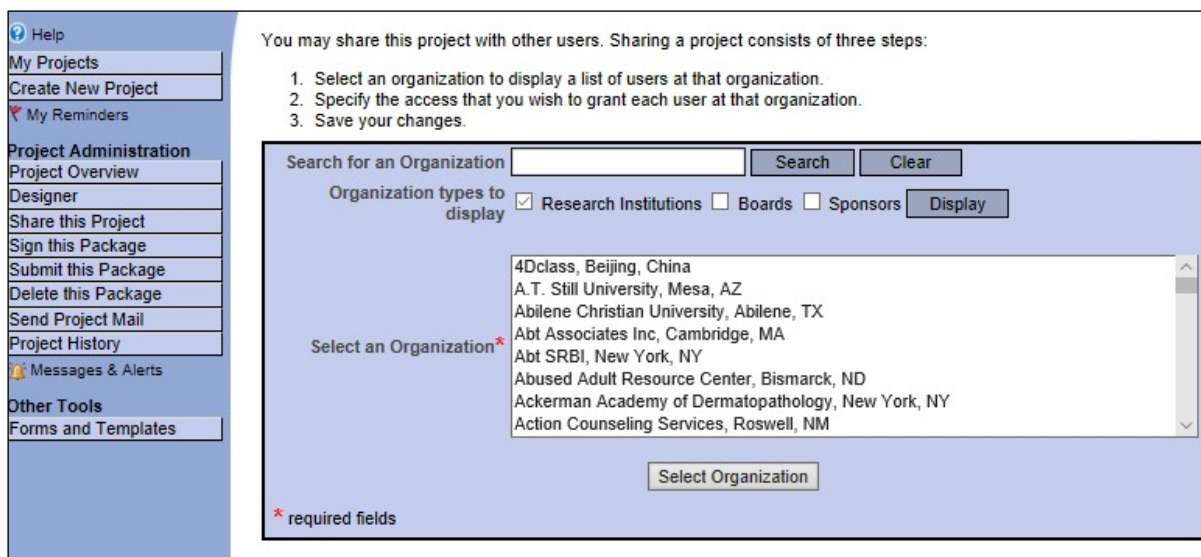
The screenshot shows the 'Project Administration' sidebar on the left. The 'Share this Project' option is highlighted with a red circle. The main content area shows the 'Package' details for '1000334-1 Work in progress (not submitted)'. It includes a 'Click to add a package description or notes.' button, a 'Step 1' section for downloading forms, and a 'Step 2' section for assembling the document package. A table lists documents in the package, including 'Email recruitment.docx', 'Informed Consent .docx', and 'BSU - IRB Application Form'. At the bottom, there are buttons for 'Start a Wizard' and 'Attach New Document'.

21. The following screen will appear, and you select the first option, “**Share.**”

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

22. The following screen will appear, and you can search for the organization with which the person you would like to share the project with is affiliated.



23. Once you select the organization, you will need to search for the specific user using the page below. Please pay attention to the different sharing levels. You may want an advisor or a colleague to have a particular level of access.

Specify the access that you wish to grant to each user at **Ball State University**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User:

24. Once you find the user, you may grant the appropriate level of access. Within the **“Comments”** box, you can enter any additional comments that will be included in the email to the specified IRBNet user, which notifies them by email of their new access to your protocol.
Note: The email will automatically be sent to their IRBNet- registered emails.



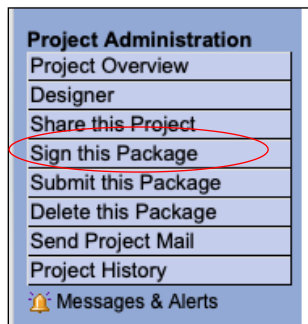
Search for a User:

IRBNet User	Permission Access
Cardinal, Charlie	<input type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input checked="" type="radio"/> No Access

One User found.

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

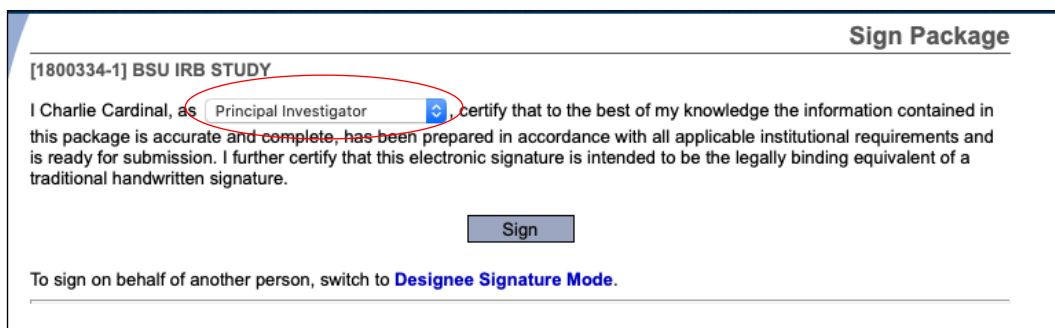
25. The next step is to navigate to the **“Sign this Package”** section.



Project Administration

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

26. Within the **“Sign this Package”** page, you will need to select your role in the project. For example, if you are the principal investigator, choose this option from the dropdown box.



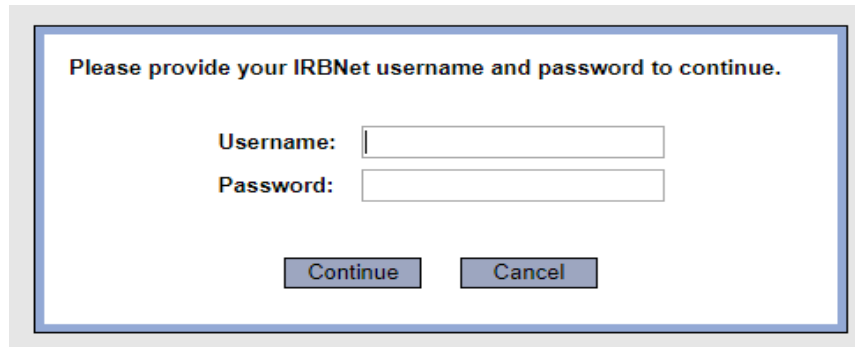
Sign Package

[1800334-1] BSU IRB STUDY

I Charlie Cardinal, as , 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.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

27. Once you click “**Sign**,” you will be prompted to provide your IRBNet username and password.



Please provide your IRBNet username and password to continue.

Username:

Password:

28. Click “**Continue**,” and you will receive an email from IRBNet notifying you that you have signed the package. Anyone else that you selected to share the project with will receive the notification as well.

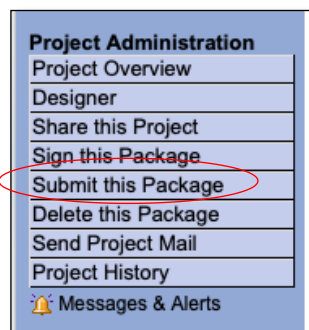
Note: The ORI does not allow anyone to sign on behalf of another person. You may not use the “Designee Signature Mode” to sign for another person.

29. A protocol cannot be approved until the PI and co-PI (if applicable) have signed the package.

30. Unless all signatures are submitted at once, you will likely need to access IRBNet at another time once you receive notification that everyone has signed the package. Log back into your IRBNet account.

31. You can select your project from the “**My Projects**” list after signing in.

32. Look again to the “**Project Administration**” section and select “**Submit this package**.”



33. The page below will appear.

- For **Animal Research**, select “**Ball State University IACUC, Muncie, IN.**”
- For **Research utilizing rDNA, biological materials (i.e., infectious agents) or potentially hazardous agents (i.e., carcinogens)**, select “**Ball State UniversityIBC, Muncie, IN.**”
 - Please note that IBC is for the Institutional Biosafety Committee and not for Human Subjects Research. If you are conducting Human subjects Research, please submit to the IRB.
- For **Human Subjects Research**, select “**Ball State University IRB, Muncie, IN.**”

34. Once you highlight the correct option for your project, click “**Continue.**”

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

Ball State University IACUC, Muncie, IN
Ball State University IBC, Muncie, IN
Ball State University IRB, Muncie, IN

Select a Board *

Continue Cancel

* required fields

35. You need to select the submission type, select “**New Project**” from the dropdown box. If you would like to include any comments sent to the reviewers, feel free to do so. Click “**Submit.**”

The following users at Ball State University IRB will be automatically notified of your submission:

Currie, Sandra
Dickin, D Clark
Klenner, James
Mangelli, Chris
Myers, Mary
Pardieck, Grace
Yoder, Grace

Submission Type: *

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

Your Comments:

Submit Cancel

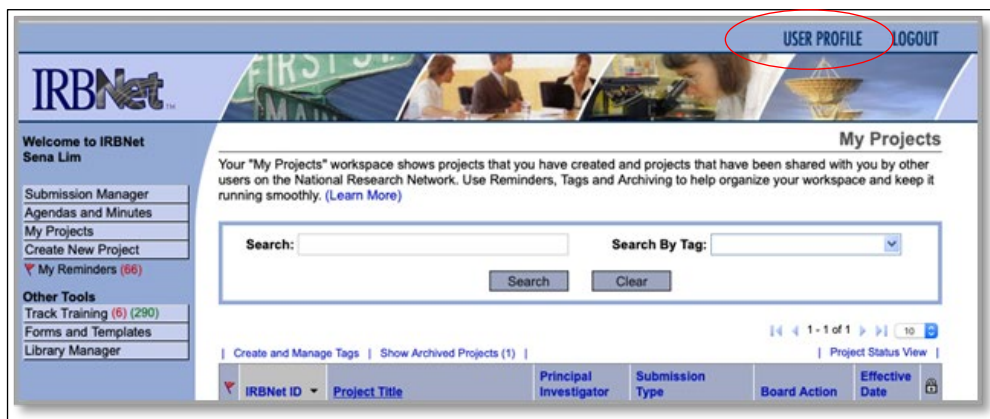
36. The reviewers will be notified of your submission and the review process can begin.

[Back to Top](#)

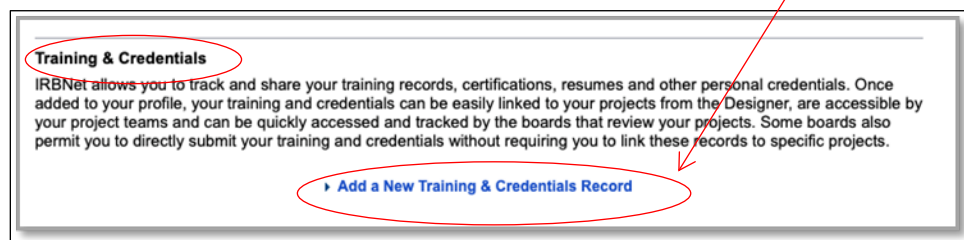
Linking Your CITI Training Certificate to IRBNet and Your Study Package

All researchers need to link their CITI training certificate to their IRBNet profile. By doing so, the IRB can track researchers' training records and expiration dates. Contact our office if you have any questions on which training courses are needed for your project.

1. Once you have completed your CITI training course(s), save the CITI training certificate(s) to your personal device. You can reference our CITI training user manual for assistance with this process.
2. Log in to [IRBNet](#).
3. Click [User Profile](#) in the top right corner of the screen.



4. Scroll down to “**Training & Credentials**” and click [Add a New Training & Credentials Record](#).



- 1) In the “**Document Type**” drop-down menu, select the certificate or training you want to upload (e.g., CITI Social & Behavioral Research - Basic/Refresher).

Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

Document Type: *

Description:

Credits/Credit Hours (if applicable):

Effective Date: *

Expiration Date:

File:

* required fields

CITI RCR FOR SOCIAL BEHAVIORAL & EDUCATIONAL RESEARCH

CITI Reducing Pain and Distress in Laboratory Mice and Rats

CITI Select Agents Biosecurity and Bioterrorism

CITI Social & Behavioral Research - Basic/Refresher

CITI Students conducting no more than minimal risk research

CITI Working with Amphibians

CITI Social & Behavioral Research - Basic/Refresher

CITI Working With Animals In Biomedical Research - Refresher Course

CITI Working with Cats in Research Settings

Attach Cancel

- 2) Enter your “**Effective Date**” and “**Expiration Date**,” if applicable.
- 3) Click on “**Choose File**” and search your computer for your certificate/training file to upload.
- 4) Click on the “**Attach**” button.

Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

Document Type: *

Description:

Credits/Credit Hours (if applicable):

Effective Date: *

Expiration Date:

File:

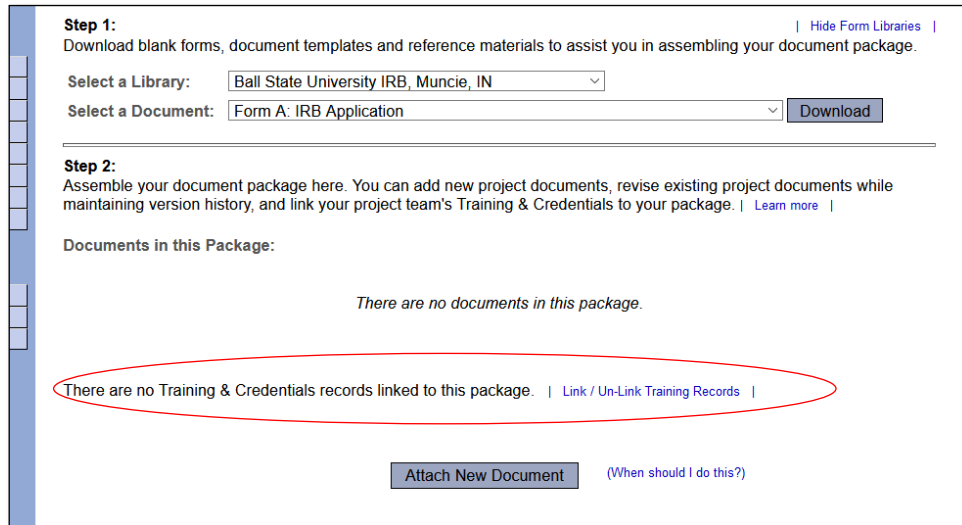
* required fields

Choose File no file selected

Attach Cancel

Note: The project PI and all personnel listed on the project must provide the CITI certificates.

5. Next, reference the following to retrieve linked CITI certifications from your account or key personnel's accounts:
 - 1) Click “**My Projects**” on the left-hand side of the screen and select the project title you are working on.
 - 2) Under **Project Administration**, click “**Designer**.”
 - 3) Under **Step 2** of the Designer screen, you will see “**There are no Training & Credentials records.** | [Link / Un-Link Training Records](#) |.”



The screenshot shows a web interface for assembling a document package. It has a left sidebar with a vertical list of icons. The main content area is divided into two sections: 'Step 1' and 'Step 2'. 'Step 1' includes a 'Download' button and a 'Download' button. 'Step 2' includes a 'Link / Un-Link Training Records' link, which is circled in red. Below this is an 'Attach New Document' button and a link '(When should I do this?)'.

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:

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:

There are no documents in this package.

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

[\(When should I do this?\)](#)

- 4) Click “[Link / Un-Link Training Records](#)” and check the certificate(s) you want to link. You can link and unlink the certificates of your personnel as well.

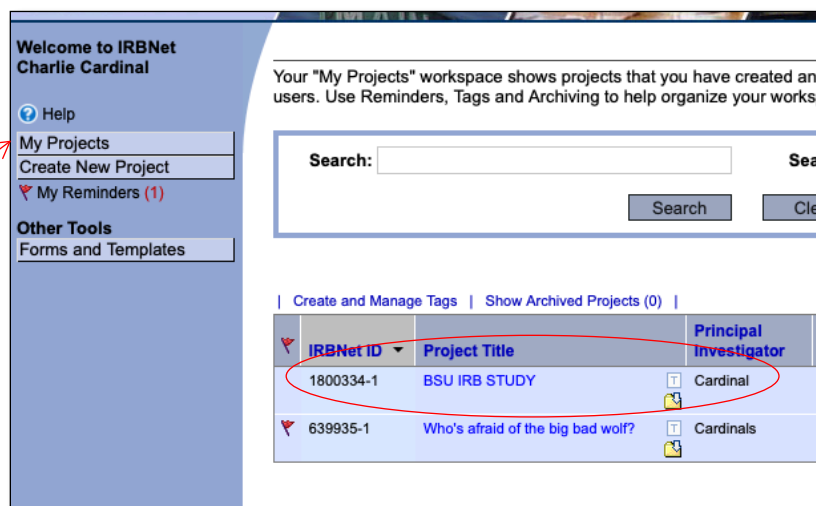
Note: For the names of your personnel to show in the list, the project must be shared with them. Please see page [12](#) for assistance with this process.

[Back to Top](#)

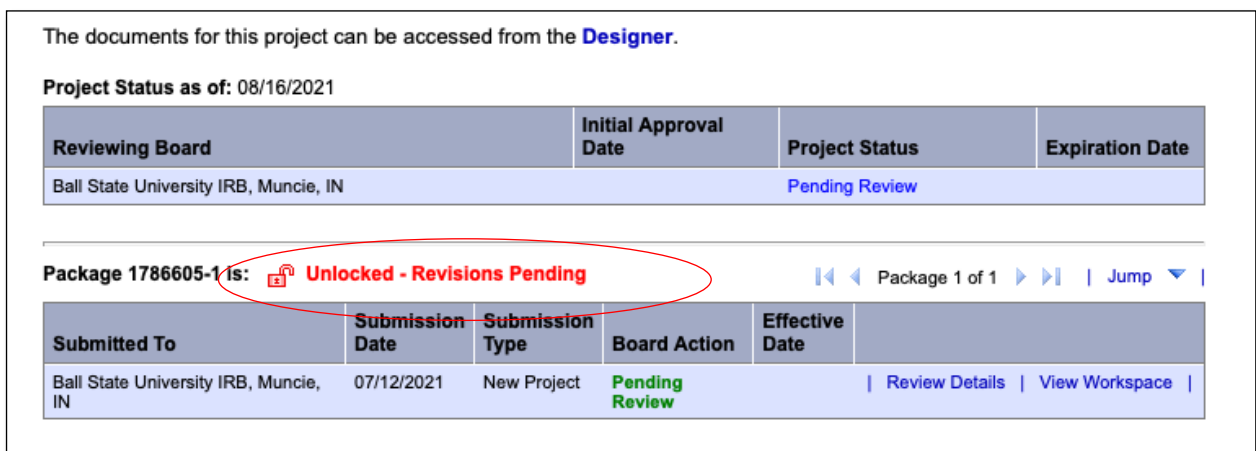
Pre-review Revisions

When you submit your application, the IRB administrator will pre-review your project to ensure your application is complete and clearly written prior to being reviewed by the Board reviewers. You will receive an email indicating that your project has been unlocked, along with a list of feedback. All changes in your documents (except the application) must be highlighted. You also need to attach a separate word document outlining all the changes you have made.

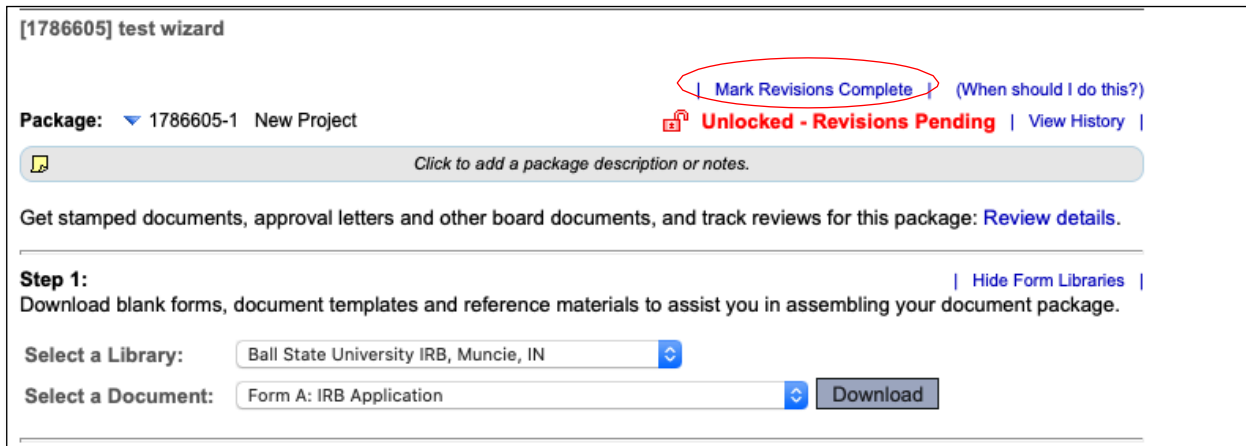
1. Login to www.irbnet.org with your username and password, and then click on the “**My Projects**” button on the left side navigation menu.
2. Select the project you wish to modify.



3. Click on “**Unlocked – Revisions Pending**” in red to the right of the Package number. On the next screen, you will complete the requested changes.




- Once the changes are made and all documents are attached, relock your project by clicking on **“Mark Revisions Complete”** above **Unlocked – Revisions Pending** and **View History** to resubmit the revised study.



[1786605] test wizard

[Mark Revisions Complete](#) | (When should I do this?)

Package: ▼ 1786605-1 New Project **Unlocked - Revisions Pending** | [View History](#) |

 Click to add a package description or notes.

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

Step 1: | [Hide Form Libraries](#) |

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Ball State University IRB, Muncie, IN

Select a Document: Form A: IRB Application [Download](#)

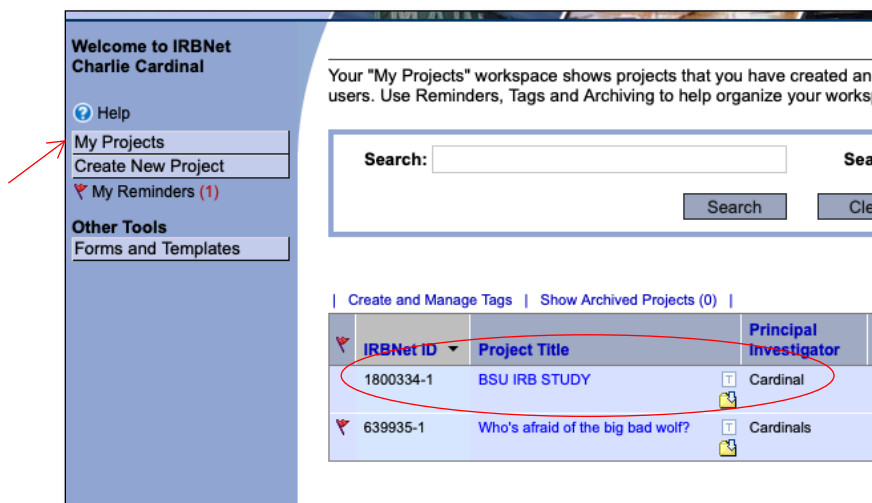
- After you have locked your submission, reply to the email you received from the ORI administrator to let them know you have made the requested changes.

[Back to Top](#)

Minor Revisions

Minor modifications may be necessary after the applicable committee has reviewed your protocol. The board determined your project should be unlocked for small changes. You will receive an email indicating that your project has been unlocked and modifications are required. All changes in your documents (excluding the IRB application) must be highlighted. Otherwise, your study won't be reviewed. You will also need to attach a separate document outlining all of the changes you made.

1. Login to www.irbnet.org with your username and password, and then click on the “**My Projects**” button on the left side navigation menu.
2. Select the project you wish to modify.



3. Click on “**Unlocked – Revisions Pending**” in red to the right of the Package number. On the next screen you will complete the requested changes.

The documents for this project can be accessed from the **Designer**.

Project Status as of: 08/16/2021

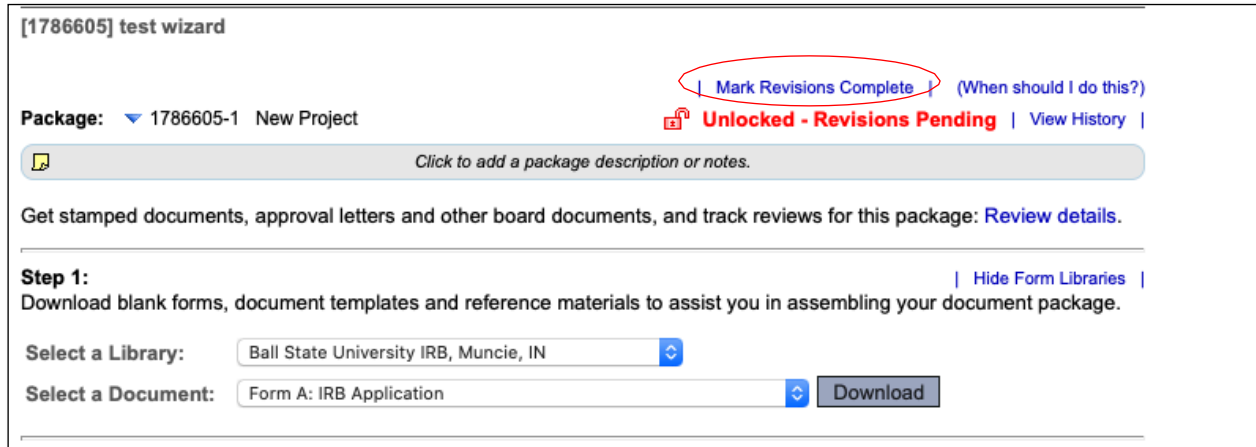
Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Ball State University IRB, Muncie, IN		Pending Review	

Package 1786605-1 is: **Unlocked - Revisions Pending** | Package 1 of 1 | Jump ▼

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Ball State University IRB, Muncie, IN	07/12/2021	New Project	Pending Review	

[Review Details](#) | [View Workspace](#)

4. Once the changes are made and all documents are attached, relock your project by clicking on **“Mark Revisions Complete”** above **Unlocked – Revisions Pending** to resubmit the revised study.



[1786605] test wizard

Package: ▼ 1786605-1 New Project

Click to add a package description or notes.

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

Step 1: | [Hide Form Libraries](#) |

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Ball State University IRB, Muncie, IN

Select a Document: Form A: IRB Application Download

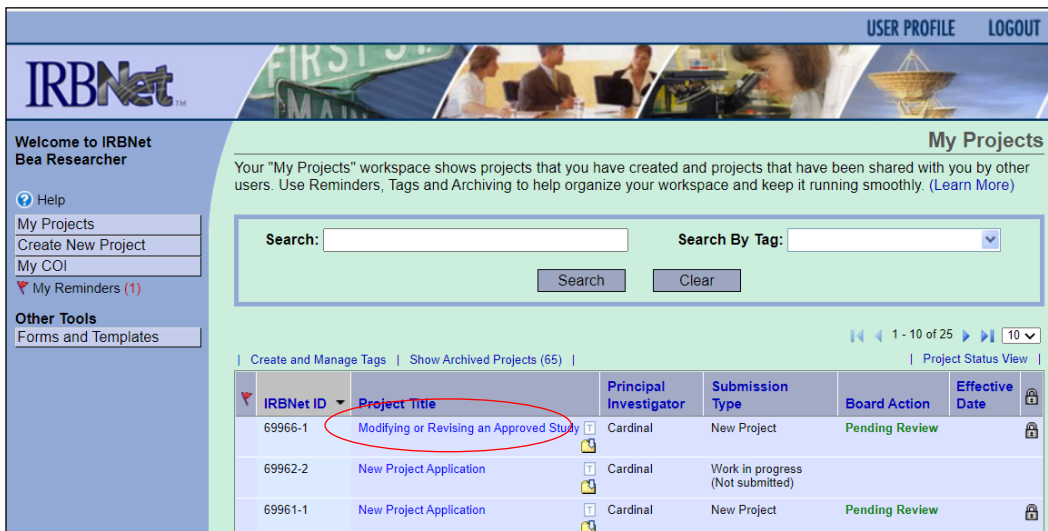
5. After you have locked your submission, reply to the email you received from a member of the Office of Research Integrity to let them know you have made the requested changes.

[**Back to Top**](#)

Major Revisions

When the IRB board determines your study should be resubmitted with major changes, you will receive a deferred letter from the IRB on IRBNet with the list of modifications required. All changes in your documents (excluding the IRB application) must be highlighted. You will also need to upload a separate word document outlining all of the changes you have made.

1. Login to www.irbnet.org with your username and password, and then click on the “**My Projects**” button on the left side navigation menu.
2. Select the project you wish to modify.



USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

Other Tools
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 10 of 25 10

Create and Manage Tags Show Archived Projects (65) Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
69966-1	Modifying or Revising an Approved Study	Cardinal	New Project	Pending Review	
69962-2	New Project Application	Cardinal	Work in progress (Not submitted)		
69961-1	New Project Application	Cardinal	New Project	Pending Review	

3. Next, click “Create a New Package” on the left.



IRBNet ID: 69966-1 USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

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

Other Tools
Forms and Templates

Project Overview

[69966-1] Modifying or Revising an Approved Study

You have Full access to this project. (Edit)

Research Institution Ball State University, Muncie, IN
Title Modifying or Revising an Approved Study
Principal Investigator Cardinal, Charlie

The documents for this project can be accessed from the Designer.

Project Status as of: 07/02/2021

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Ball State University IRB, Muncie, IN		Pending Review	

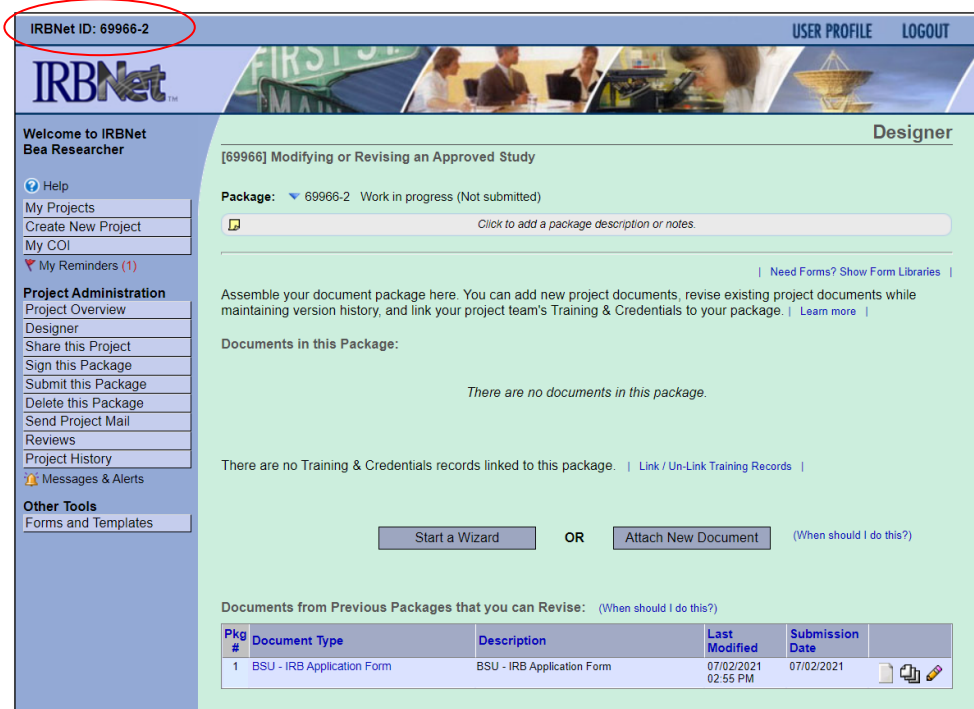
Package 69966-1 is: Locked Package 1 of 1 Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Ball State University IRB, Muncie, IN	07/02/2021	New Project	Pending Review	

Shared with the following users:

User	Organization	Access Type
Researcher, Bea	Ball State University, Muncie, IN	Full

- You should now be viewing a new package like the one below. Although it is a “new” package, it is still affiliated with the original submission.
- You can verify that you have successfully created a new package by making sure the “dash number” of your IRBNet ID number has increased by one from the previous submission. In this case, we increased from [69966-1] to [69966-2].



IRBNet ID: 69966-2

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

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
Forms and Templates

[69966] Modifying or Revising an Approved Study

Package: 69966-2 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.

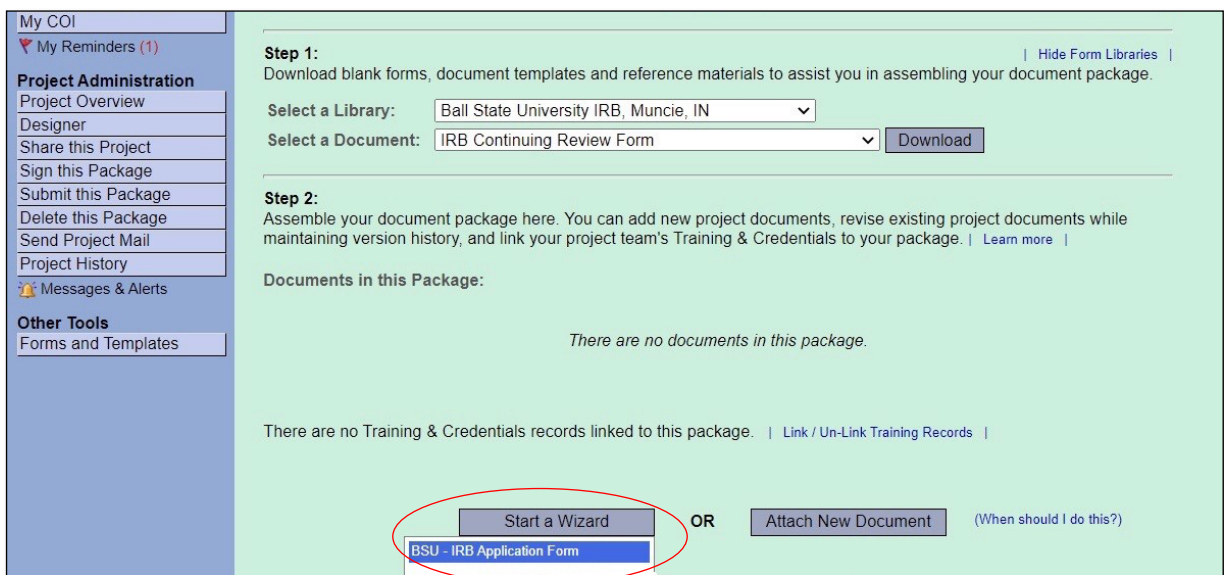
There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

Start a Wizard OR 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	BSU - IRB Application Form	BSU - IRB Application Form	07/02/2021 02:55 PM	07/02/2021

- Click on “Start a Wizard” → “BSU – IRB Application Form.”



My COI
My Reminders (1)

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

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Ball State University IRB, Muncie, IN

Select a Document: IRB Continuing Review Form [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:

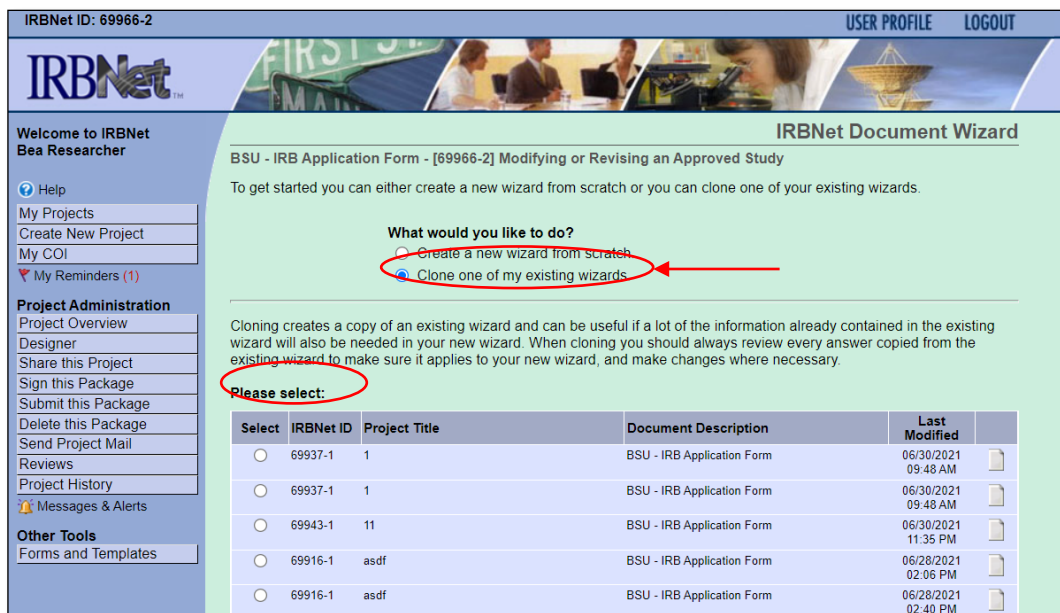
There are no documents in this package.

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

Start a Wizard OR Attach New Document (When should I do this?)

BSU - IRB Application Form

5. Click **“Clone one of my existing wizards.”**
 - a. A list of past documents will appear. Select the application form from the submission that you are modifying or revising.



IRBNet ID: 69966-2

USER PROFILE LOGOUT

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

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
Forms and Templates

IRBNet Document Wizard
BSU - IRB Application Form - [69966-2] Modifying or Revising an Approved Study

To get started you can either create a new wizard from scratch or you can clone one of your existing wizards.

What would you like to do?

☐ Create a new wizard from scratch

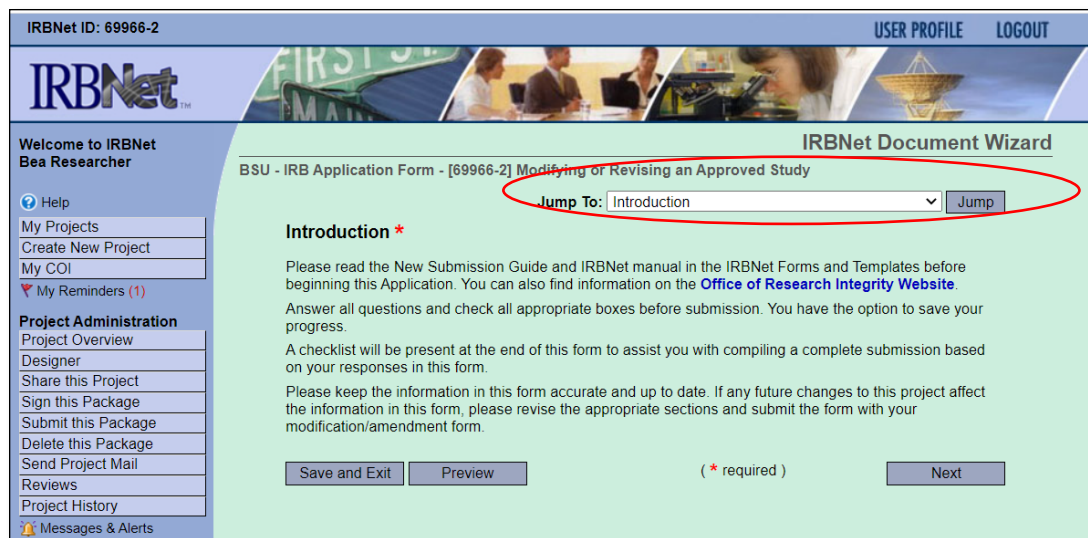
☒ Clone one of my existing wizards

Cloning creates a copy of an existing wizard and can be useful if a lot of the information already contained in the existing wizard will also be needed in your new wizard. When cloning you should always review every answer copied from the existing wizard to make sure it applies to your new wizard, and make changes where necessary.

Please select:

Select	IRBNet ID	Project Title	Document Description	Last Modified
<input type="radio"/>	69937-1	1	BSU - IRB Application Form	06/30/2021 09:48 AM
<input type="radio"/>	69937-1	1	BSU - IRB Application Form	06/30/2021 09:48 AM
<input type="radio"/>	69943-1	11	BSU - IRB Application Form	06/30/2021 11:35 PM
<input type="radio"/>	69916-1	asdf	BSU - IRB Application Form	06/28/2021 02:06 PM
<input type="radio"/>	69916-1	asdf	BSU - IRB Application Form	06/28/2021 02:40 PM

6. You will be brought to the start of the application you selected.
 - a. Use the **“Jump”** feature in the top-right to navigate to the section(s) of the application that you are modifying.
 - b. Make any necessary changes to the application form.
 - c. When you are finished, click **“Save and Exit”** on the bottom-left.



IRBNet ID: 69966-2

USER PROFILE LOGOUT

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

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

IRBNet Document Wizard
BSU - IRB Application Form - [69966-2] Modifying or Revising an Approved Study

Jump To: Introduction

Introduction *

Please read the New Submission Guide and IRBNet manual in the IRBNet Forms and Templates before beginning this Application. You can also find information on the [Office of Research Integrity Website](#).

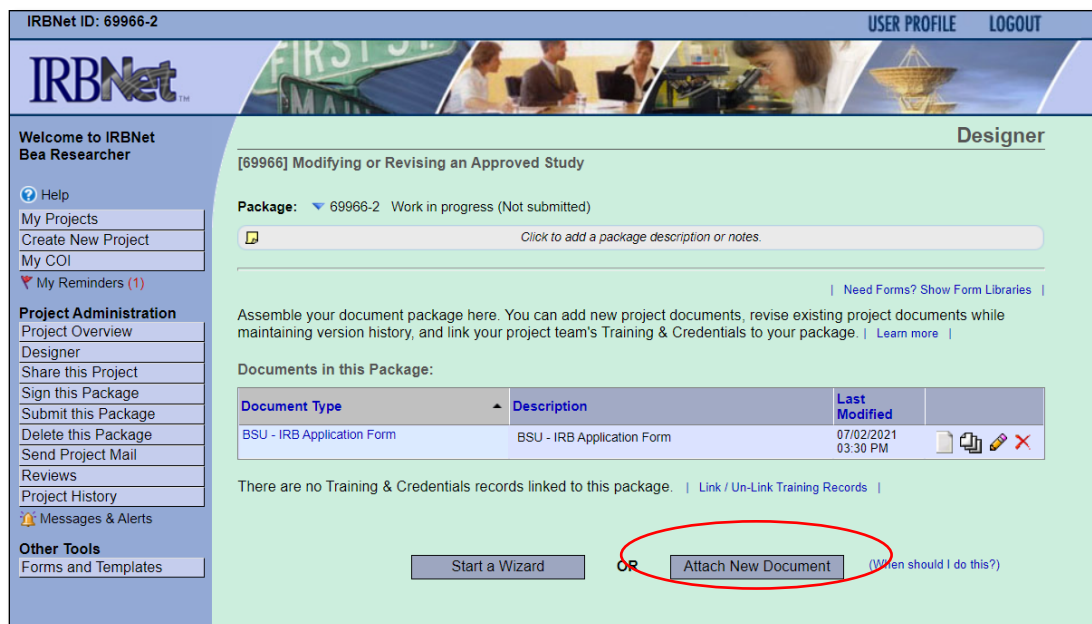
Answer all questions and check all appropriate boxes before submission. You have the option to save your progress.

A checklist will be present at the end of this form to assist you with compiling a complete submission based on your responses in this form.

Please keep the information in this form accurate and up to date. If any future changes to this project affect the information in this form, please revise the appropriate sections and submit the form with your modification/amendment form.

(* required)

7. In addition to reflecting any modifications within your application form, you are to also upload a word document outlining all of the changes you have made.
8. Upload the completed modification form and any other necessary documents by clicking on **“Attach New Document”** in the bottom-right.



IRBNet ID: 69966-2

USER PROFILE LOGOUT

Welcome to IRBNet
Bea Researcher

Help

My Projects

Create New Project

My COI

My Reminders (1)

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

Forms and Templates

[69966] Modifying or Revising an Approved Study

Package: 69966-2 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](#)

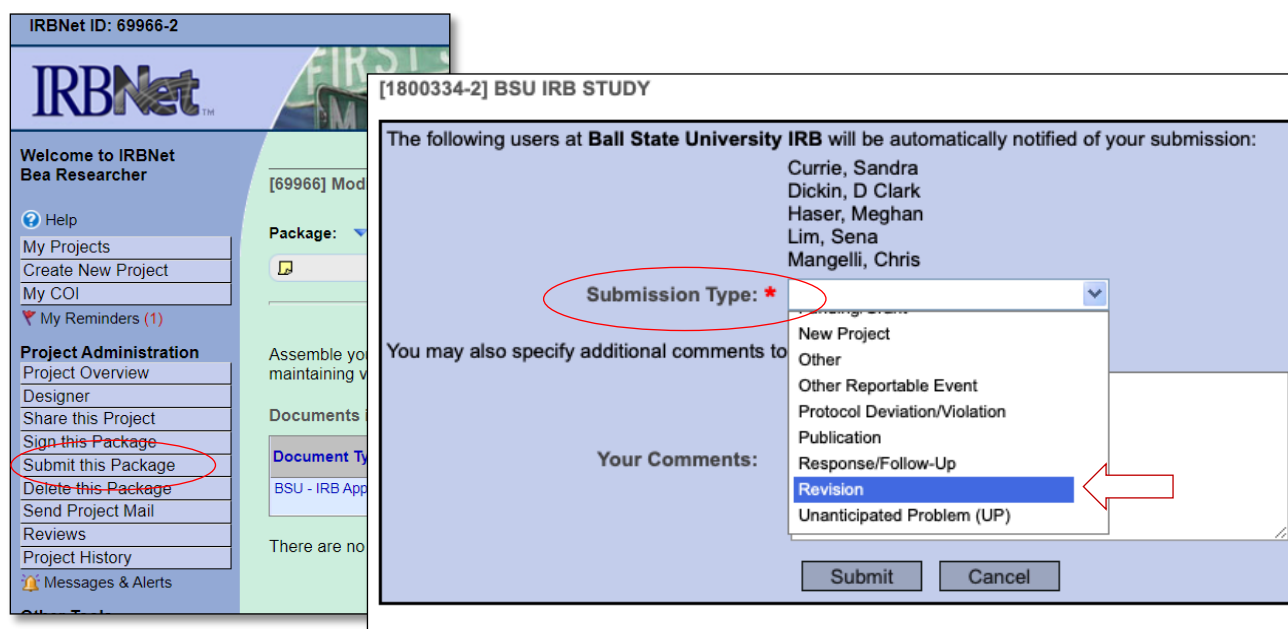
Documents in this Package:

Document Type	Description	Last Modified
BSU - IRB Application Form	BSU - IRB Application Form	07/02/2021 03:30 PM

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

Start a Wizard OR **Attach New Document** (When should I do this?)

9. Once you are finished updating your application form and uploading any other necessary documents, share (if applicable), sign, and submit your revision to the IRB. Please refer to [page 11](#) for the rest of steps. Please be sure to mark the submission type as revision.



IRBNet ID: 69966-2

Welcome to IRBNet
Bea Researcher

Help

My Projects

Create New Project

My COI

My Reminders (1)

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

[1800334-2] BSU IRB STUDY

The following users at Ball State University IRB will be automatically notified of your submission:

Currie, Sandra
Dickin, D Clark
Haser, Meghan
Lim, Sena
Mangelli, Chris

Submission Type: *

You may also specify additional comments to

Your Comments:

Submit Cancel

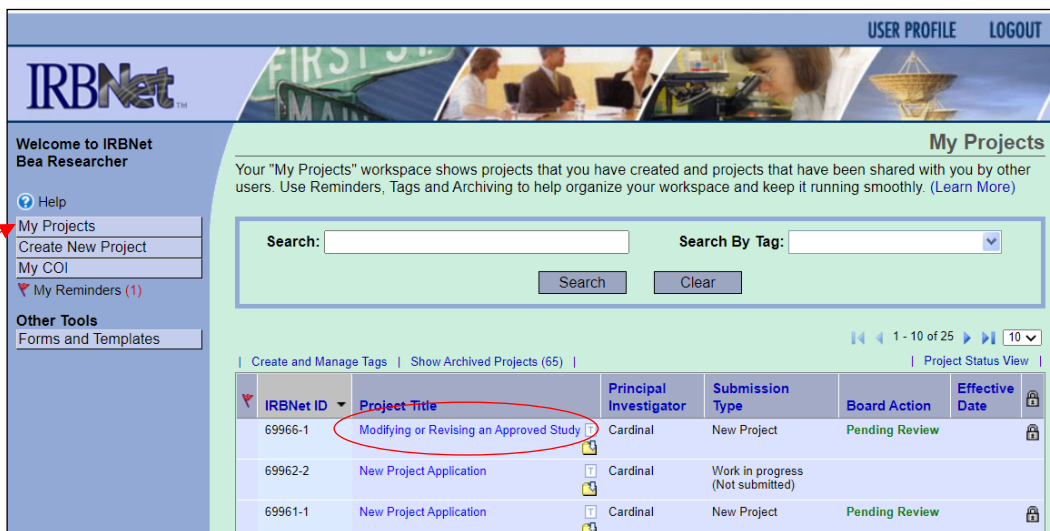
Revision

[Back to Top](#)

Modification/Amendment after Approval

If you want to modify your study after approval, you must submit a modification/amendment form with updated application and documents. All changes in your documents (excluding the application) must be highlighted.

1. Login to www.irbnet.org with your username and password, and then click on the “My Projects” button on the left side navigation menu.
2. Select the project you wish to modify.



Welcome to IRBNet
Bea Researcher

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 10 of 25

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
69966-1	Modifying or Revising an Approved Study	Cardinal	New Project	Pending Review	
69962-2	New Project Application	Cardinal	Work in progress (Not submitted)		
69961-1	New Project Application	Cardinal	New Project	Pending Review	

3. Next, click “Create a New Package” on the left.



IRBNet ID: 69966-1

Welcome to IRBNet
Bea Researcher

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History

Create a New Package

Messages & Alerts

Other Tools

Forms and Templates

Project Overview

[69966-1] Modifying or Revising an Approved Study

You have Full access to this project. ([Edit](#))

Research Institution Ball State University, Muncie, IN

Title Modifying or Revising an Approved Study

Principal Investigator Cardinal, Charlie

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 07/02/2021

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Ball State University IRB, Muncie, IN		Pending Review	

Package 69966-1 is: Locked

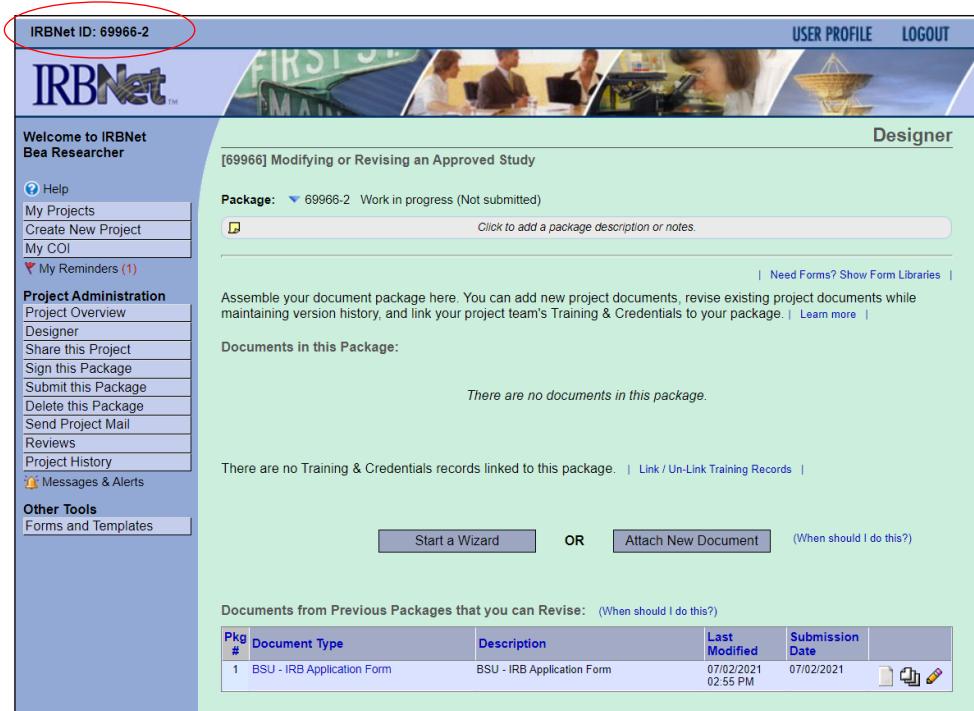
Package 1 of 1

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Ball State University IRB, Muncie, IN	07/02/2021	New Project	Pending Review	

Shared with the following users:

User	Organization	Access Type
Researcher, Bea	Ball State University, Muncie, IN	Full

- You should now be viewing a new package like the one below. Although it is a “new” package, it is still affiliated with the original submission.
- You can verify that you have successfully created a new package by making sure the “dash number” of your IRBNet ID number has increased by one from the previous submission. In this case, we increased from [69966-1] to [69966-2].



IRBNet ID: 69966-2

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

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
Forms and Templates

Designer

[69966] Modifying or Revising an Approved Study

Package: 69966-2 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.

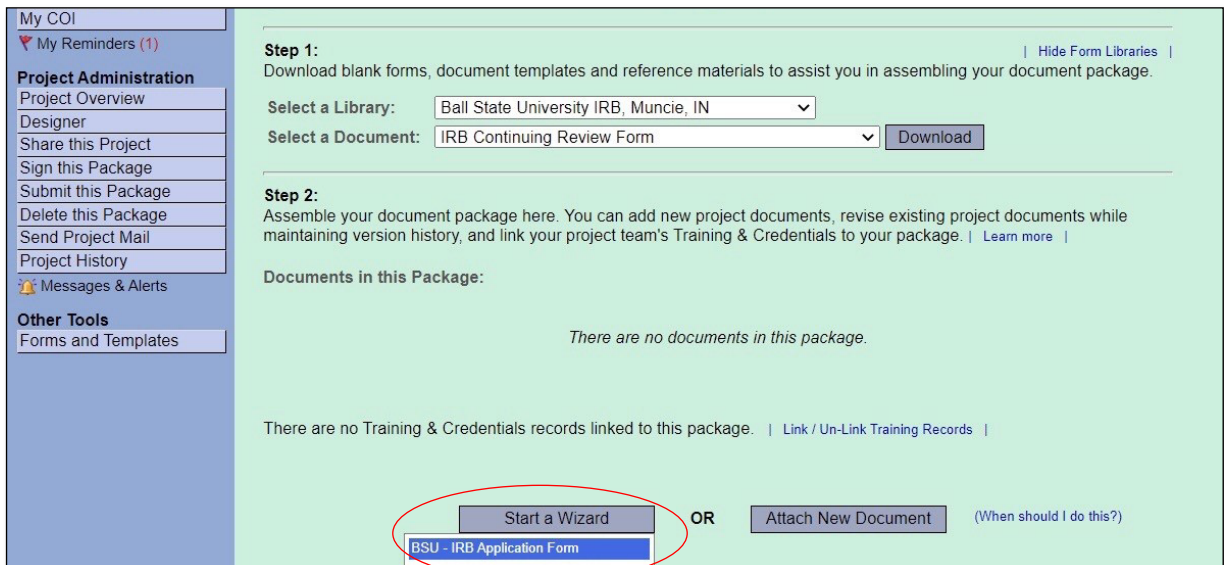
There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

Start a Wizard OR 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	BSU - IRB Application Form	BSU - IRB Application Form	07/02/2021 02:55 PM	07/02/2021

- Click on “Start a Wizard” → “BSU – IRB Application Form.”



My COI
My Reminders (1)

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

Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package. [Hide Form Libraries](#)

Select a Library: Ball State University IRB, Muncie, IN

Select a Document: IRB Continuing Review Form [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:

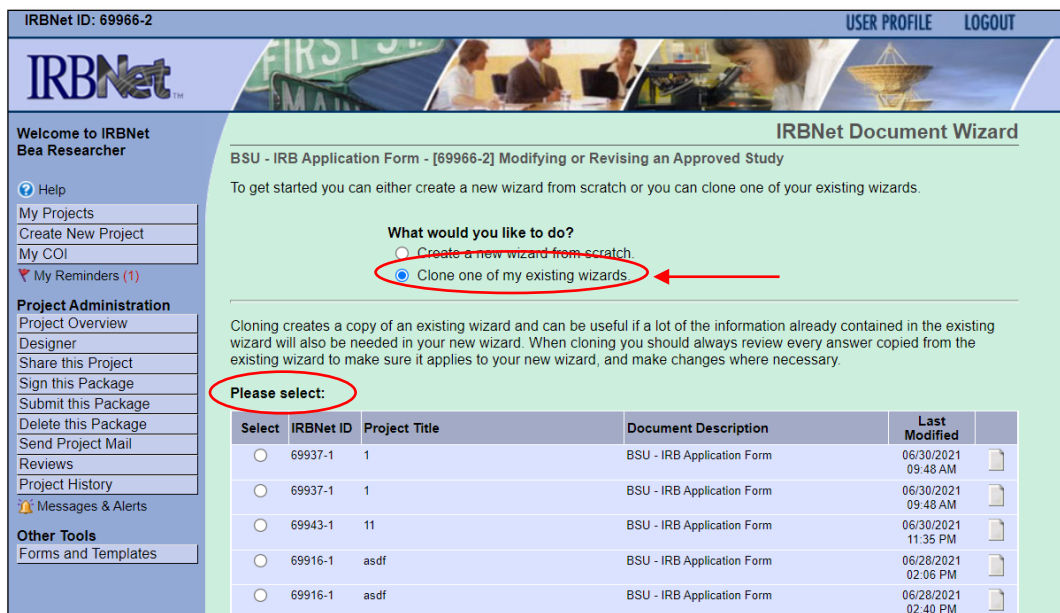
There are no documents in this package.

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

Start a Wizard OR Attach New Document (When should I do this?)

BSU - IRB Application Form

5. Click **“Clone one of my existing wizards.”**
 - b. A list of past documents will appear. Select the application form from the submission that you are modifying or revising.



IRBNet ID: 69966-2

USER PROFILE LOGOUT

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
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Delete this Package
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Other Tools
Forms and Templates

IRBNet Document Wizard
BSU - IRB Application Form - [69966-2] Modifying or Revising an Approved Study

To get started you can either create a new wizard from scratch or you can clone one of your existing wizards.

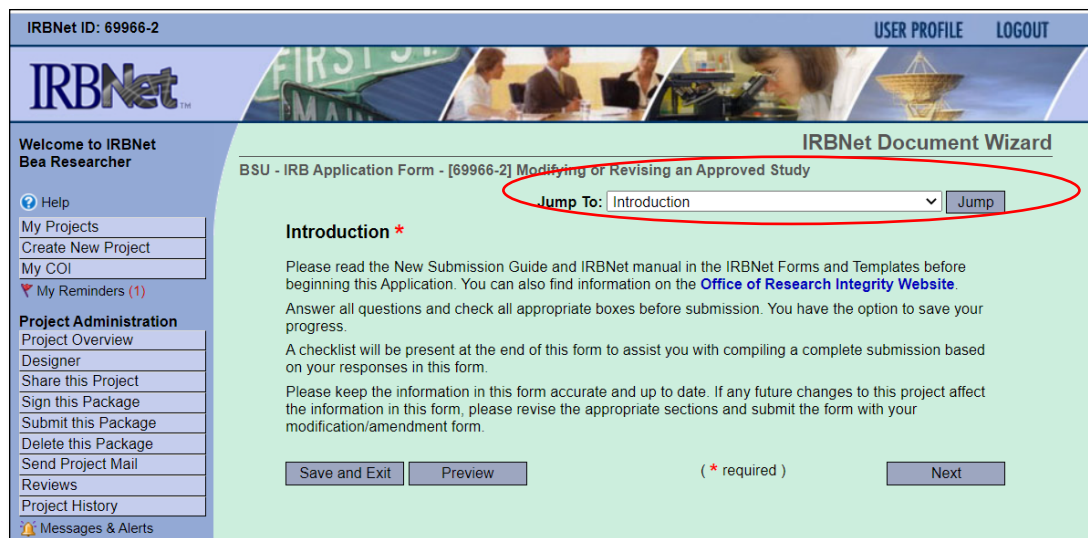
What would you like to do?
☐ Create a new wizard from scratch
☒ Clone one of my existing wizards

Cloning creates a copy of an existing wizard and can be useful if a lot of the information already contained in the existing wizard will also be needed in your new wizard. When cloning you should always review every answer copied from the existing wizard to make sure it applies to your new wizard, and make changes where necessary.

Please select:

Select	IRBNet ID	Project Title	Document Description	Last Modified
<input type="radio"/>	69937-1	1	BSU - IRB Application Form	06/30/2021 09:48 AM
<input type="radio"/>	69937-1	1	BSU - IRB Application Form	06/30/2021 09:48 AM
<input type="radio"/>	69943-1	11	BSU - IRB Application Form	06/30/2021 11:35 PM
<input type="radio"/>	69916-1	asdf	BSU - IRB Application Form	06/28/2021 02:06 PM
<input type="radio"/>	69916-1	asdf	BSU - IRB Application Form	06/28/2021 02:40 PM

6. You will be brought to the start of the application you selected.
 - d. Use the **“Jump”** feature in the top-right to navigate to the section(s) of the application that you are modifying or revising.
 - e. Make any necessary changes to the application form.
 - f. When you are finished, click **“Save and Exit”** on the bottom-left.



IRBNet ID: 69966-2

USER PROFILE LOGOUT

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

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

IRBNet Document Wizard
BSU - IRB Application Form - [69966-2] Modifying or Revising an Approved Study

Jump To: Introduction

Introduction *

Please read the New Submission Guide and IRBNet manual in the IRBNet Forms and Templates before beginning this Application. You can also find information on the [Office of Research Integrity Website](#).

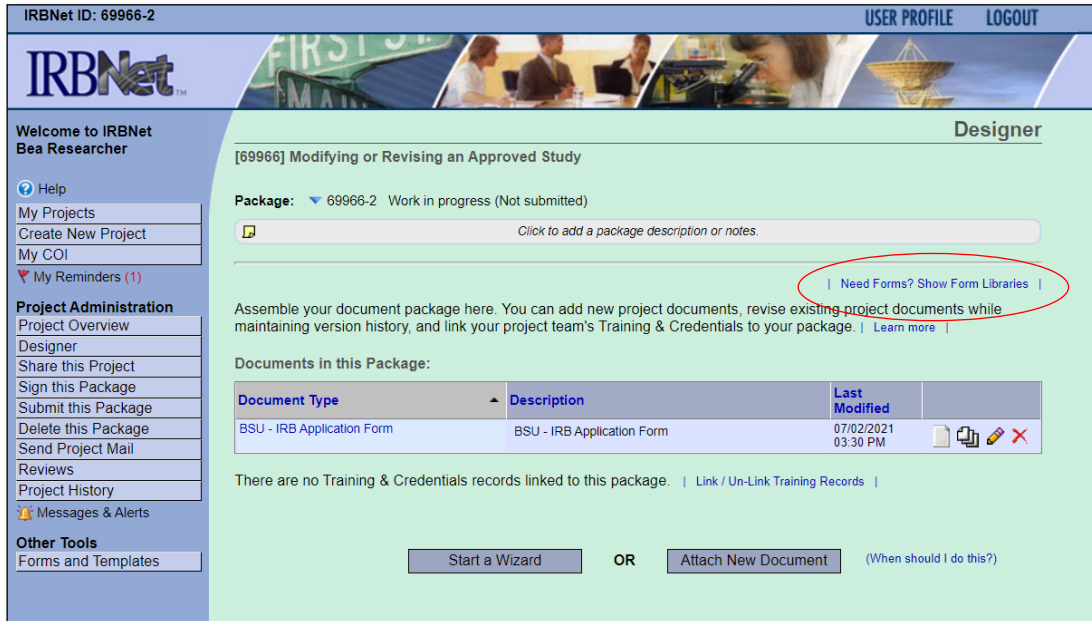
Answer all questions and check all appropriate boxes before submission. You have the option to save your progress.

A checklist will be present at the end of this form to assist you with compiling a complete submission based on your responses in this form.

Please keep the information in this form accurate and up to date. If any future changes to this project affect the information in this form, please revise the appropriate sections and submit the form with your modification/amendment form.

(* required)

7. In addition to reflecting any modifications within your application form, you are to also upload an **amendment/modification form**.
 - a. Download this and any other relevant forms from the document library by clicking on “| Need Forms? Show Form Libraries |” in the top-right.



IRBNet ID: 69966-2

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Bea Researcher

Designer

[69966] Modifying or Revising an Approved Study




Package: 69966-2 Work in progress (Not submitted)

Click to add a package description or notes.

| Need Forms? Show Form Libraries |

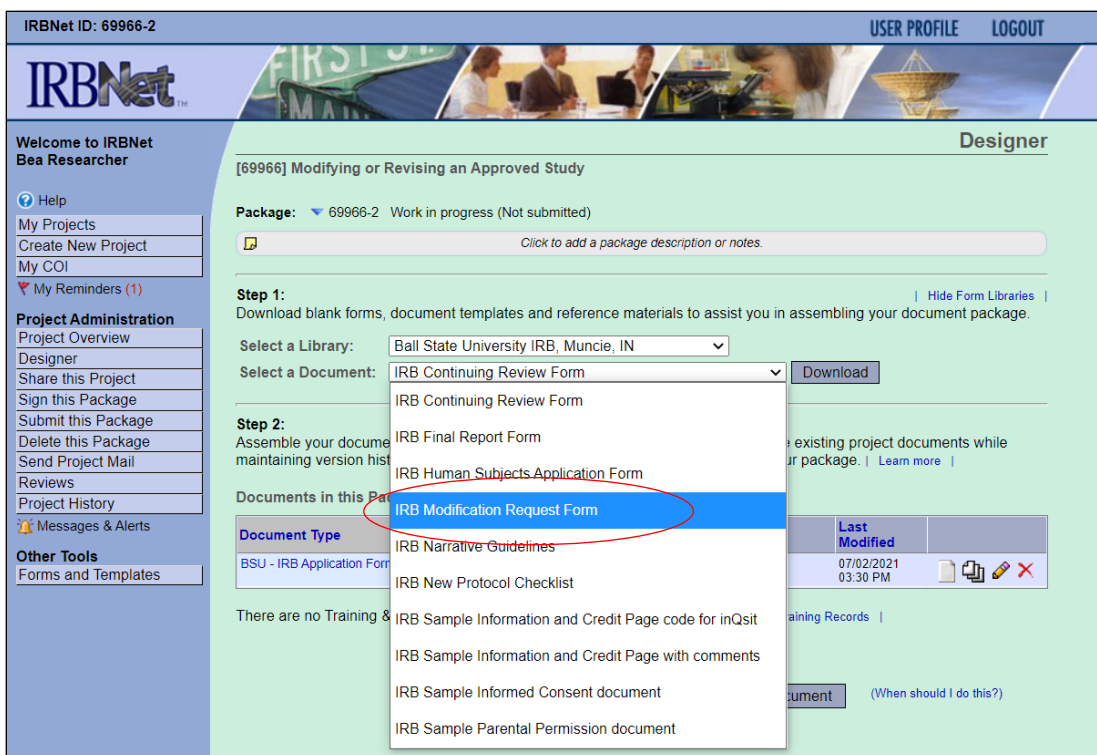
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

Document Type	Description	Last Modified	
BSU - IRB Application Form	BSU - IRB Application Form	07/02/2021 03:30 PM	  

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

Start a Wizard OR Attach New Document (When should I do this?)



IRBNet ID: 69966-2

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Bea Researcher

Designer

[69966] Modifying or Revising an Approved Study

Package: 69966-2 Work in progress (Not submitted)

Click to add a package description or notes.

| Hide Form Libraries |

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.




Select a Library: Ball State University IRB, Muncie, IN

Select a Document: IRB Continuing Review Form

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:

Document Type	Description	Last Modified	
BSU - IRB Application Form	BSU - IRB Application Form	07/02/2021 03:30 PM	  

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

Start a Wizard OR Attach New Document (When should I do this?)

IRB Continuing Review Form

IRB Final Report Form

IRB Human Subjects Application Form

IRB Modification Request Form

IRB Narrative Guidelines

IRB New Protocol Checklist

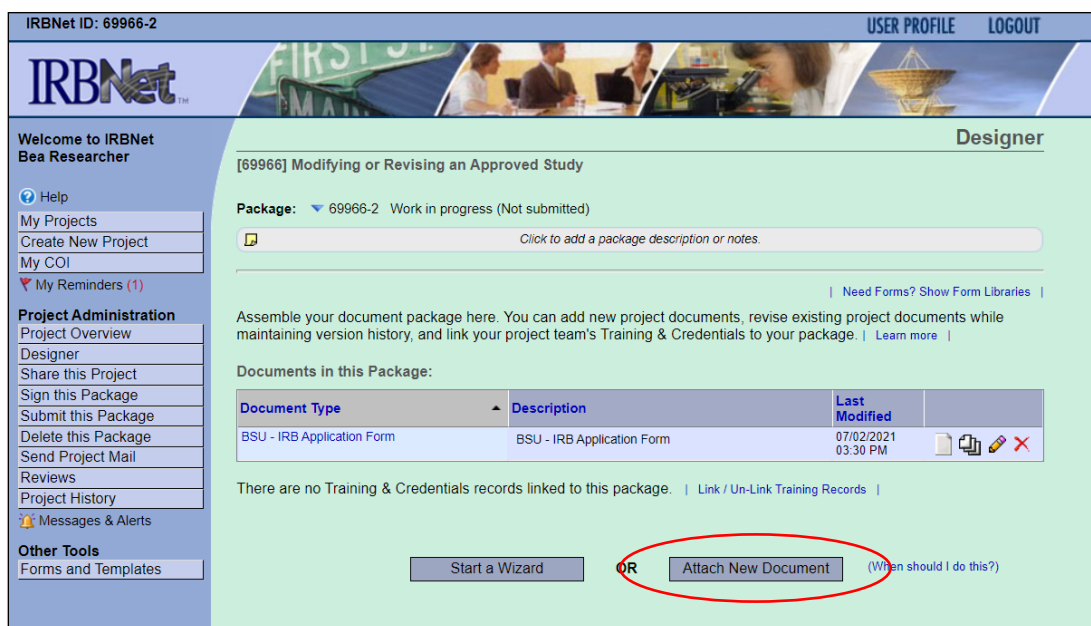
IRB Sample Information and Credit Page code for inQsit

IRB Sample Information and Credit Page with comments

IRB Sample Informed Consent document

IRB Sample Parental Permission document

8. Upload the completed modification form and any other necessary documents by clicking on **“Attach New Document”** in the bottom-right.



IRBNet ID: 69966-2

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

Project Administration
Project Overview
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Share this Project
Sign this Package
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Delete this Package
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Messages & Alerts

Other Tools
Forms and Templates

[69966] Modifying or Revising an Approved Study

Package: 69966-2 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](#)

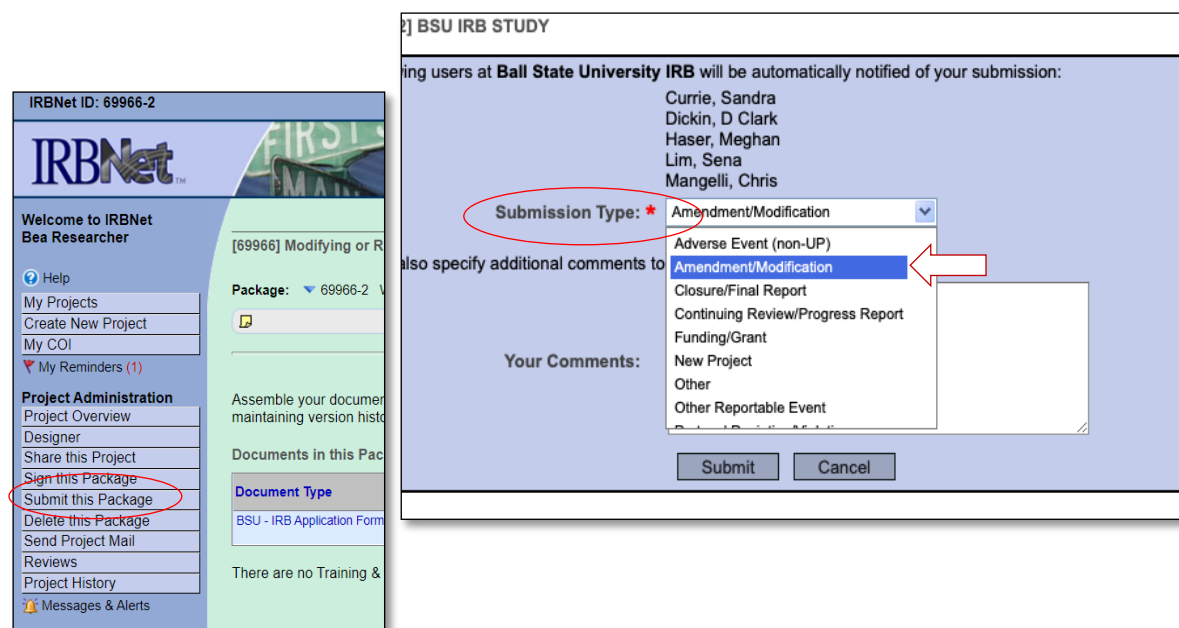
Documents in this Package:

Document Type	Description	Last Modified
BSU - IRB Application Form	BSU - IRB Application Form	07/02/2021 03:30 PM

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

Start a Wizard OR **Attach New Document** (When should I do this?)

9. Once you are finished updating your application form and uploading any other necessary documents, share (if applicable), sign, and submit your modification to the IRB. Please refer to [page 11](#) for the rest of steps. Please be sure to mark the submission type as amendment/modification.



IRBNet ID: 69966-2

IRBNet™

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)

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

[69966] Modifying or Revising an Approved Study

Package: 69966-2

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:

Document Type	Description	Last Modified
BSU - IRB Application Form	BSU - IRB Application Form	07/02/2021 03:30 PM

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

Start a Wizard OR **Attach New Document** (When should I do this?)

BSU IRB STUDY

Users at Ball State University IRB will be automatically notified of your submission:

Currie, Sandra
Dickin, D Clark
Haser, Meghan
Lim, Sena
Mangelli, Chris

Submission Type: * Amendment/Modification

Also specify additional comments to:

Your Comments:

Submit Cancel

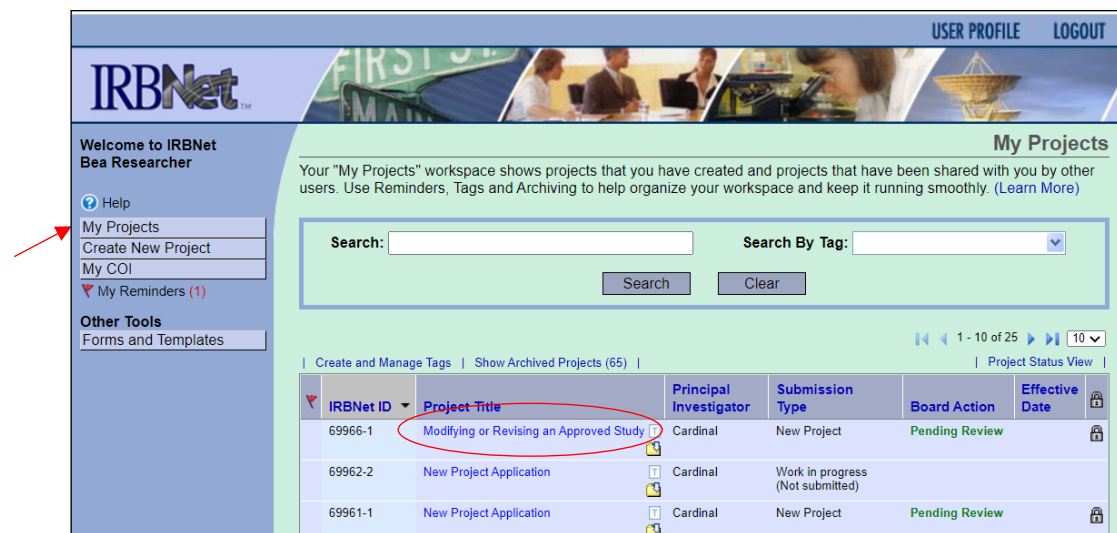
[Back to Top](#)

Continuing Review Submission (expedited and full board)

As of January 2019, continuing reviews will typically only be required for full board protocols. Any expedited protocol submitted prior to January 2019 will still need a final continuing review to be submitted to the IRB. In certain cases, the IRB may require continuing reviews for expedited protocols submitted after January 2019. You will be notified before your project expires. To continue working on a project, you must submit and be approved for a continuing review before the expiration date.

Please note: **If you are making any modifications, you need to create another package as an amendment/modification.** See the **Modification/Amendments after Approval**, page [28](#), of this manual for instructions.

1. Login to www.irbnet.org with your username and password.
2. Select **"My Projects"** on the left side of the screen.
3. Select the project for which you want to submit a continuing review.



USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Bea Researcher

Help
My Projects
Create New Project
My COI
My Reminders (1)
Other Tools
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:
Search Clear

1 - 10 of 25 10

Create and Manage Tags | Show Archived Projects (65) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
69966-1	Modifying or Revising an Approved Study	Cardinal	New Project	Pending Review	
69962-2	New Project Application	Cardinal	Work in progress (Not submitted)		
69961-1	New Project Application	Cardinal	New Project	Pending Review	

- Next, click **“Create a New Package”** on the left.



IRBNet ID: 69966-1

USER PROFILE LOGOUT

Welcome to IRBNet
Bea Researcher

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Create a New Package
Messages & Alerts
Other Tools
Forms and Templates

Project Overview

[69966-1] Modifying or Revising an Approved Study

You have Full access to this project. [\(Edit\)](#)

Research Institution Ball State University, Muncie, IN
Title Modifying or Revising an Approved Study
Principal Investigator Cardinal, Charlie

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 07/02/2021

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Ball State University IRB, Muncie, IN		Pending Review	

Package 69966-1 is: Locked

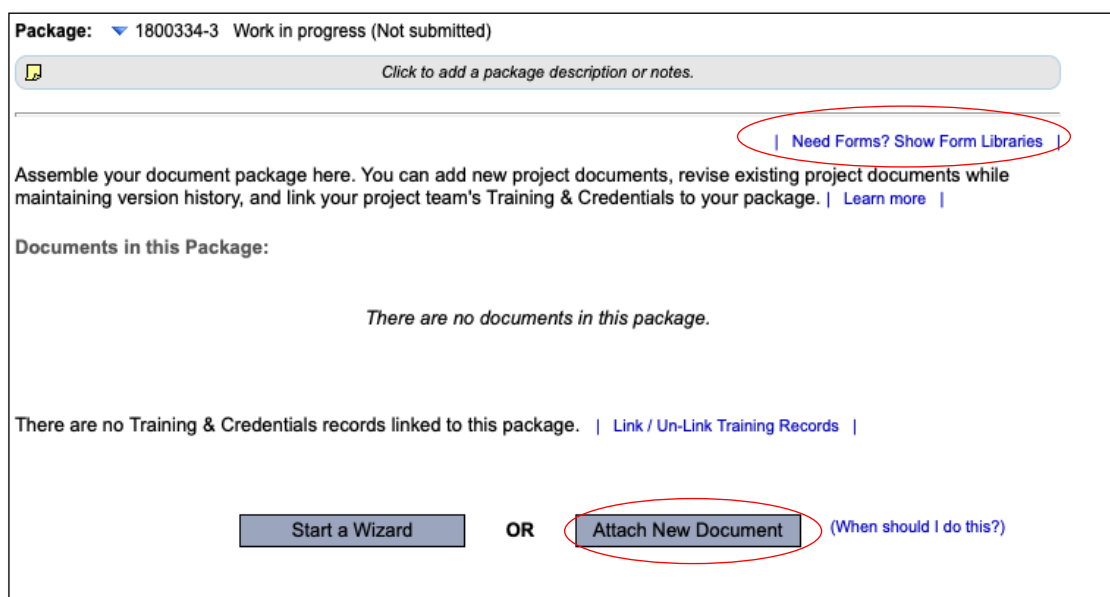
Package 1 of 1 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Ball State University IRB, Muncie, IN	07/02/2021	New Project	Pending Review		Review Details

Shared with the following users:

User	Organization	Access Type
Researcher, Bea	Ball State University, Muncie, IN	Full

- Fill out and complete the IRB Continuing Review form.
Download this and any other relevant forms from the document library by clicking on **“| Need Forms? Show Form Libraries |”** in the top-right.
- Upload the completed modification form and any other necessary documents by clicking on **“Attach New Document”** in the bottom-right.



Package: 1800334-3 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](#)

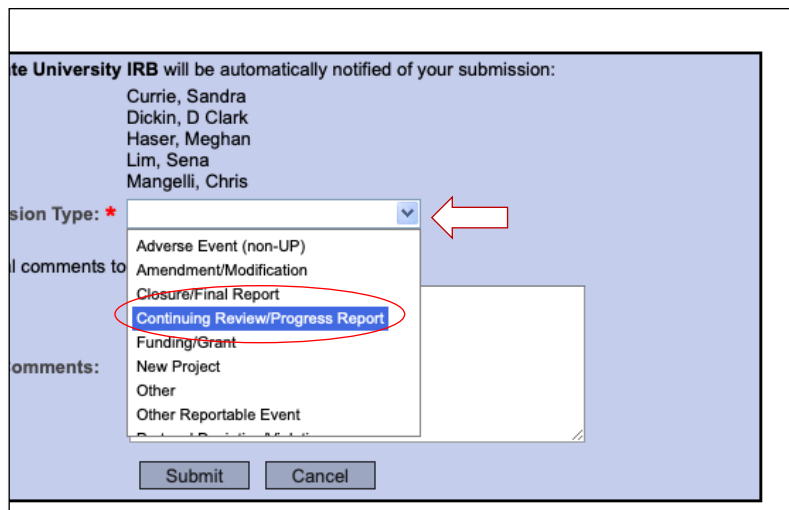
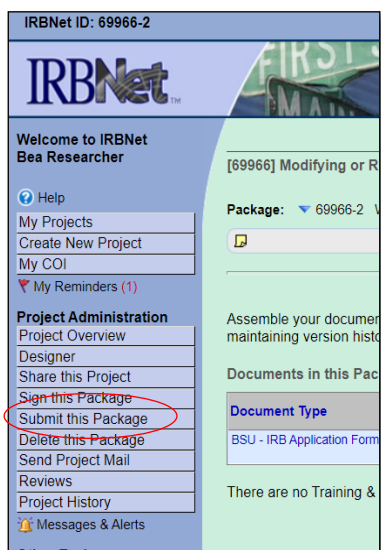
Documents in this Package:

There are no documents in this package.

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

Start a Wizard OR **Attach New Document** (When should I do this?)

7. Once you are finished updating your uploading continuing review and other necessary documents, share (if applicable), sign, and submit your revision to the IRB. Refer to [page 11](#) for the rest of steps. Please be sure to mark the submission type as continuing review.

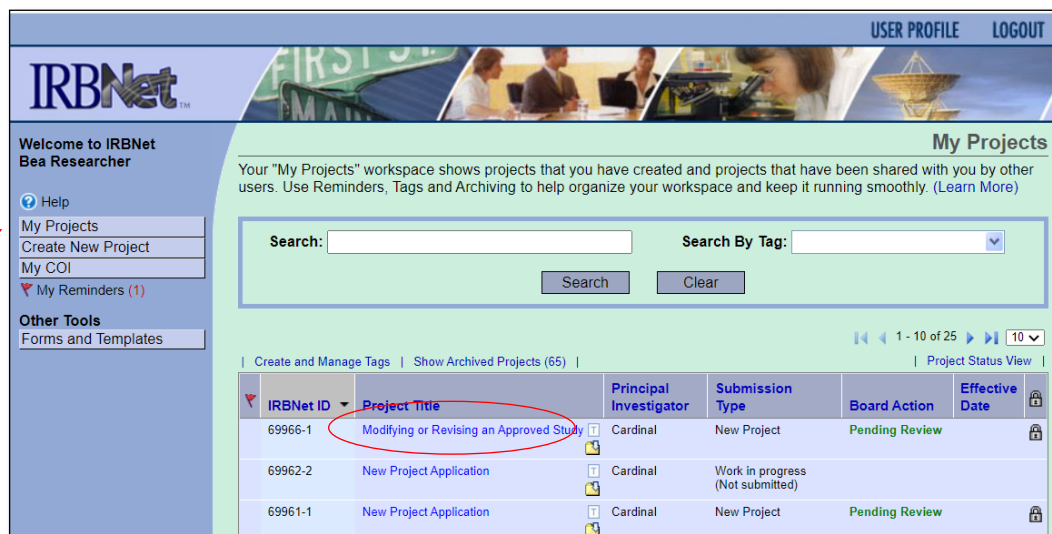


[Back to Top](#)

Adverse Events Submission

Note: Non-serious adverse events (i.e., loss of non-identifiable data) must be submitted to the Office of Research Integrity within 5 business days. Serious adverse events (i.e., loss of identifiable data, injury, and/or death) must be reported within 24 hours.

1. Login to www.irbnet.org with your username and password, and then click on the “My Projects” button on the left side navigation menu.
2. Select the project you wish to submit an adverse event.



USER PROFILE LOGOUT

Welcome to IRBNet
Bea Researcher

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 10 of 25 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
69966-1	Modifying or Revising an Approved Study	Cardinal	New Project	Pending Review	
69962-2	New Project Application	Cardinal	Work in progress (Not submitted)		
69961-1	New Project Application	Cardinal	New Project	Pending Review	

3. Next, click “Create a New Package” on the left.



IRBNet ID: 69966-1 USER PROFILE LOGOUT

Welcome to IRBNet
Bea Researcher

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

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Create a New Package

Messages & Alerts

Other Tools

Forms and Templates

Project Overview

[69966-1] Modifying or Revising an Approved Study

You have Full access to this project. ([Edit](#))

Research Institution Ball State University, Muncie, IN

Title Modifying or Revising an Approved Study

Principal Investigator Cardinal, Charlie

The documents for this project can be accessed from the **Designer**.

Project Status as of: 07/02/2021

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Ball State University IRB, Muncie, IN		Pending Review	

Package 69966-1 is: Locked

Package 1 of 1 Jump

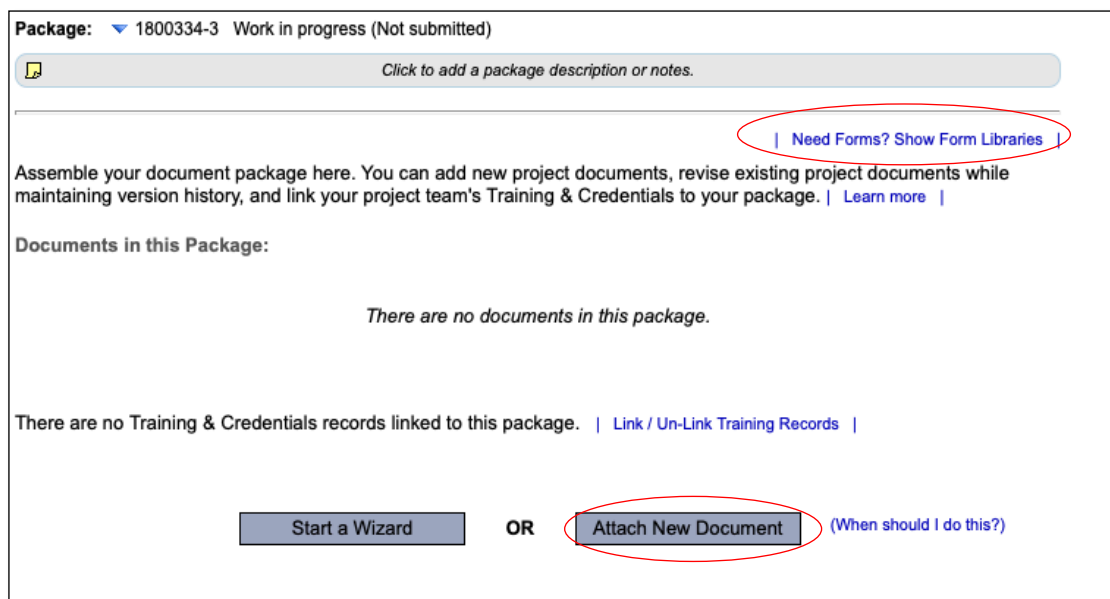
Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Ball State University IRB, Muncie, IN	07/02/2021	New Project	Pending Review	

Review Details

Shared with the following users:

User	Organization	Access Type
Researcher, Bea	Ball State University, Muncie, IN	Full

4. Fill out and complete the “**Adverse Event Report**” or “**Unanticipated Problem Report.**” Download this and any other relevant forms from the document library by clicking on “**| Need Forms? Show Form Libraries |**” in the top-right.
5. Upload the completed form and any other necessary documents by clicking on “**Attach New Document**” in the bottom-right.



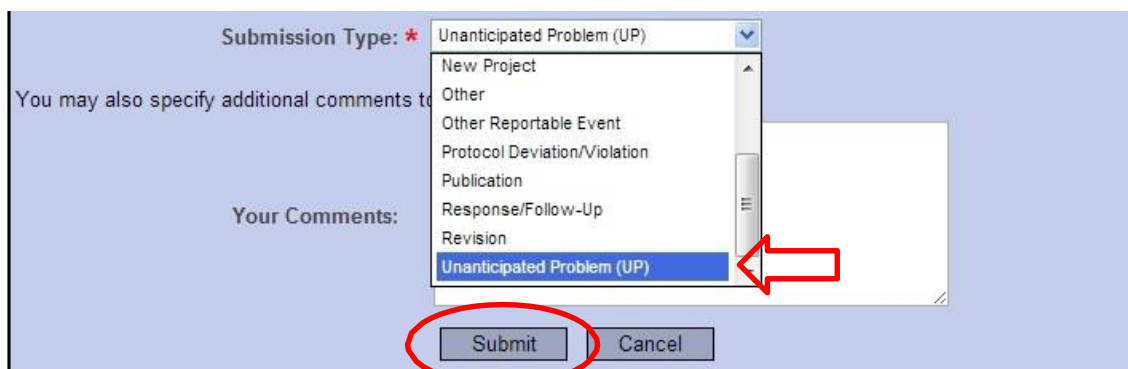
6. Once you are finished updating your uploading continuing review and other necessary documents, share ((if applicable), sign, and submit your revision to the IRB. Refer to [page 11](#) for the rest of steps.

UNANTICIPATED PROBLEM SUBMISSION SEE STEP 7

SERIOUS ADVERSE EVENT AND ADVERSE EVENT SUBMISSION SEE STEP 8

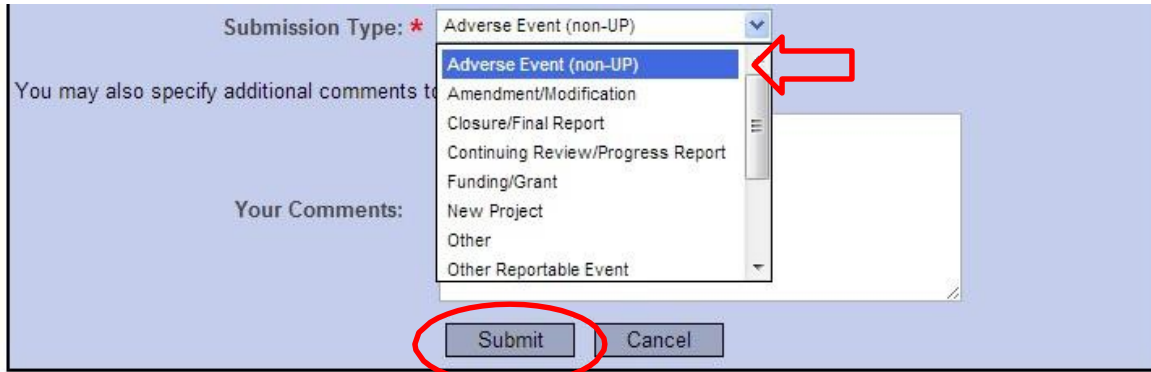
7. Select “**Unanticipated Problem (UP)**” for **Submission Type** (arrow), and then click “**Submit.**”

Note: ORI must be contacted within **5 days** of the unanticipated problem.



8. Select **“Adverse Event (non-UP)”** for **Submission Type** (arrow), and then click **“Submit.”**

Note: ORI must be contacted within 24 hours of the unanticipated problem.



The screenshot shows a web form for reporting an unanticipated problem. The 'Submission Type' dropdown menu is open, displaying several options: 'Adverse Event (non-UP)', 'Amendment/Modification', 'Closure/Final Report', 'Continuing Review/Progress Report', 'Funding/Grant', 'New Project', 'Other', and 'Other Reportable Event'. A red arrow points to the 'Adverse Event (non-UP)' option. Below the dropdown is a text area labeled 'Your Comments:'. At the bottom of the form, the 'Submit' button is circled in red, and the 'Cancel' button is next to it.

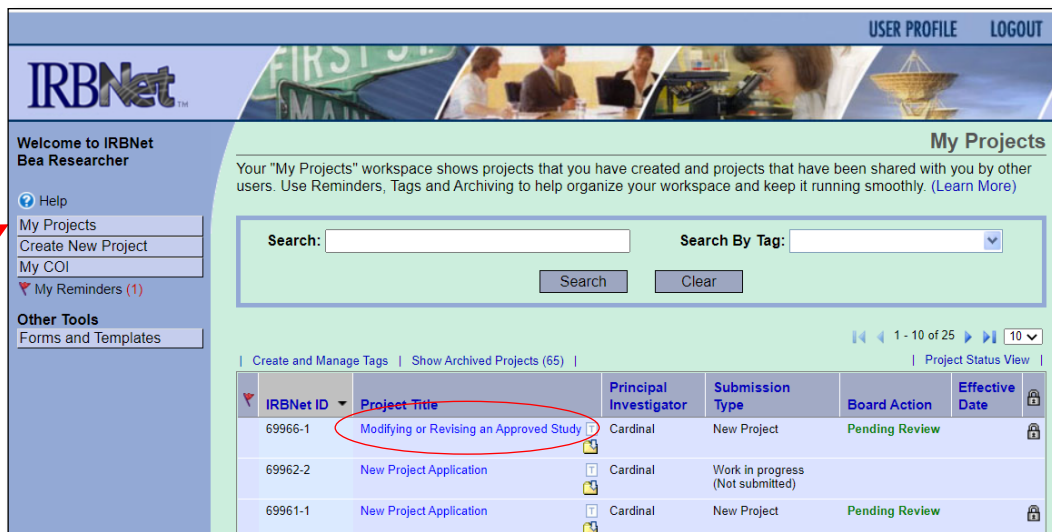
[Back to Top](#)

Final Report Submission (Expedited and Full Board)

When your project is complete, you will submit a final report submission to close your project on IRBNet.

Note: It is not mandatory, but exempt and expedited studies with no expiration date are also recommended to submit a final report.

1. Login to www.irbnet.org with your username and password.
2. Select **"My Projects"** on the left side of the screen.
3. Select the project for which you want to submit a final report.



Welcome to IRBNet
Bea Researcher

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 10 of 25

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
69966-1	Modifying or Revising an Approved Study	Cardinal	New Project	Pending Review	
69962-2	New Project Application	Cardinal	Work in progress (Not submitted)		
69961-1	New Project Application	Cardinal	New Project	Pending Review	

4. Next, click **"Create a New Package"** on the left.



IRBNet ID: 69966-1

Welcome to IRBNet
Bea Researcher

Project Overview

[69966-1] Modifying or Revising an Approved Study

You have Full access to this project. ([Edit](#))

Research Institution Ball State University, Muncie, IN

Title Modifying or Revising an Approved Study

Principal Investigator Cardinal, Charlie

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 07/02/2021

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Ball State University IRB, Muncie, IN		Pending Review	

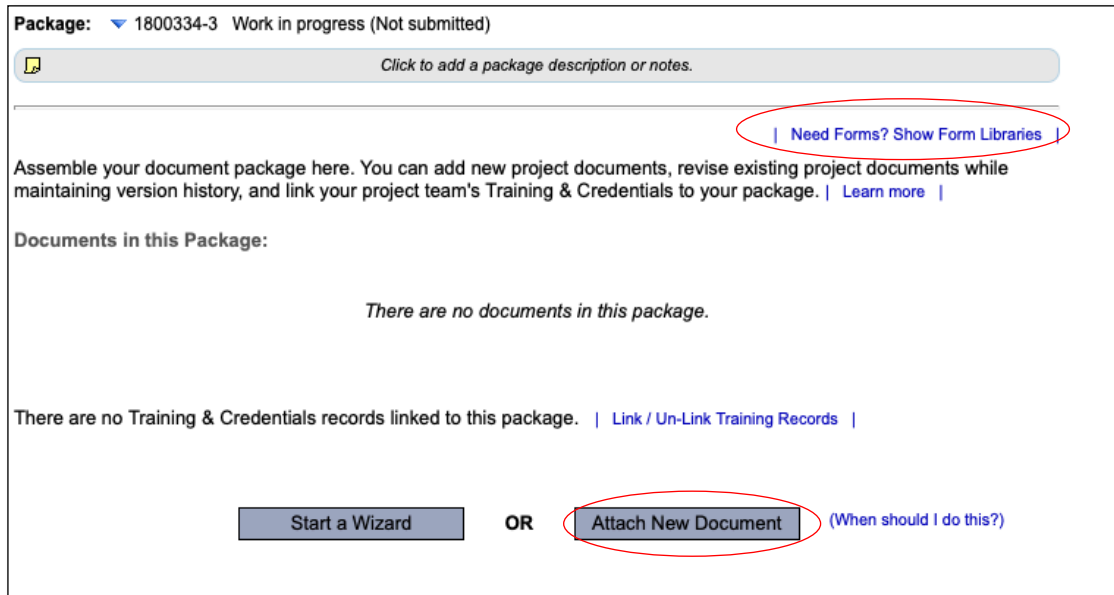
Package 69966-1 is: Locked

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Ball State University IRB, Muncie, IN	07/02/2021	New Project	Pending Review	

Shared with the following users:

User	Organization	Access Type
Researcher, Bea	Ball State University, Muncie, IN	Full

5. Fill out and complete the IRB Final Report.
Download this and any other relevant forms from the document library by clicking on “| **Need Forms? Show Form Libraries** |” in the top-right.
6. Upload the completed modification form and any other necessary documents by clicking on “**Attach New Document**” in the bottom-right.



Package: ▼ 1800334-3 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](#) |

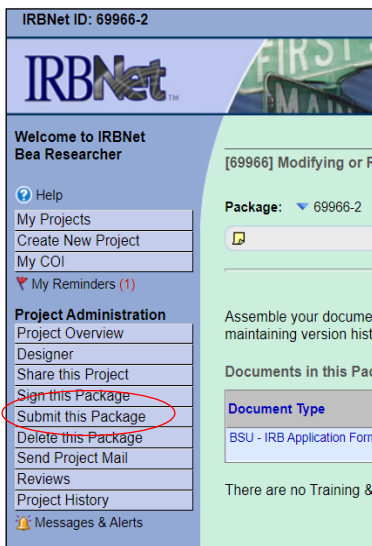
Documents in this Package:

There are no documents in this package.

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

Start a Wizard OR **Attach New Document** (When should I do this?)

7. Once you are finished updating your uploading continuing review and other necessary documents, share (if applicable), sign, and submit your revision to the IRB. Refer to [page 11](#) for the rest of steps. Please be sure to mark the submission type as Closure/Final Report.



IRBNet ID: 69966-2

IRBNet

Welcome to IRBNet
Bea Researcher

Help

My Projects

Create New Project

My COI

My Reminders (1)

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History

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[69966] Modifying or R

Package: ▼ 69966-2

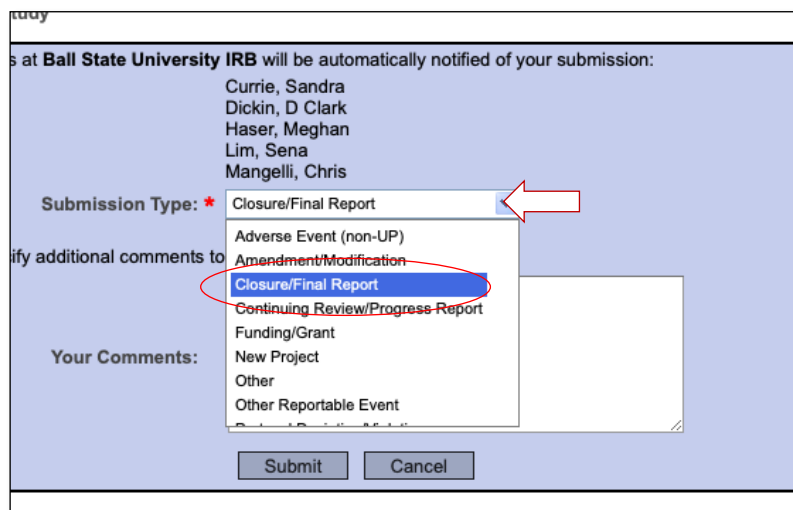
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

Document Type

BSU - IRB Application Form

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



at Ball State University IRB will be automatically notified of your submission:

Currie, Sandra
Dickin, D Clark
Haser, Meghan
Lim, Sena
Mangelli, Chris

Submission Type: *

Adverse Event (non-UP)

Amendment/Modification

Closure/Final Report

Continuing Review/Progress Report

Funding/Grant

New Project

Other

Other Reportable Event

Submit Cancel

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