



**BALL STATE  
UNIVERSITY**

## Office of Research Integrity

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**IRBNet User Manual**

3/20/2019



## User Manual

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. Within this document you will find step by step instructions and assistance with first-time registration, submission, continuing review, modifications, adverse event reporting, and study closure. If you encounter any problems, or have questions regarding the protocol submission process, please contact the Office of Research Integrity.

### Contact:

### Office of Research Integrity

West Quad Room 200

(765) 285-5052

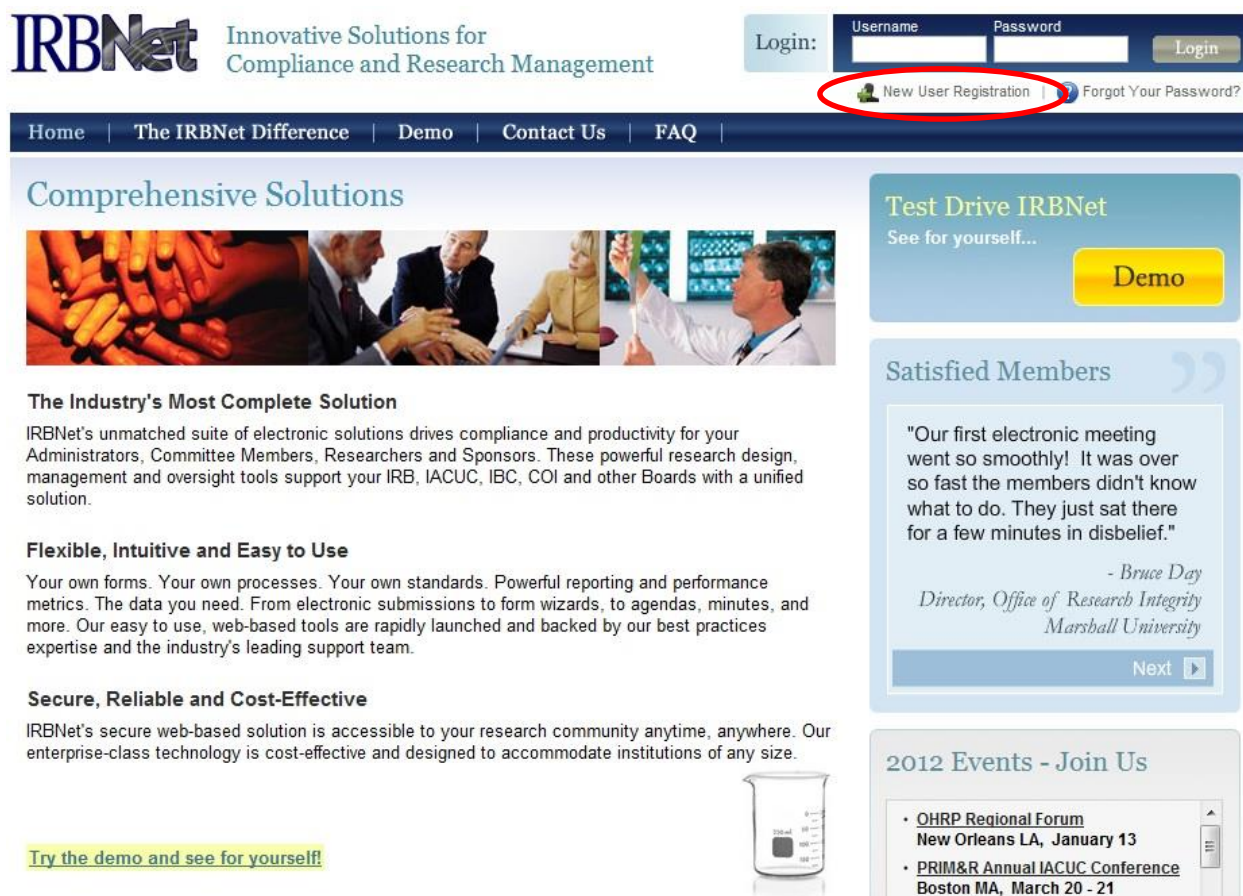
[orihelp@bsu.edu](mailto:orihelp@bsu.edu)

## Contents

Registration .....	3
Creating your study.....	5
Minor Revisions (Unlock)	16
Modification Submission (Deferred letter) .....	19
Modifying an Approved Study.....	24
Annual Continuing Review Submission (Expedited and Full Board).....	31
Adverse Events Submission .....	38
Final Report Submission (Expedited and Full Board) .....	45

## Registration

1. Navigate to <http://www.irbnet.org>



**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...

**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

**2012 Events - Join Us**

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

2. Look for the login box, located in the upper right portion of the website.
3. Click on **"New User Registration"** (as circled).

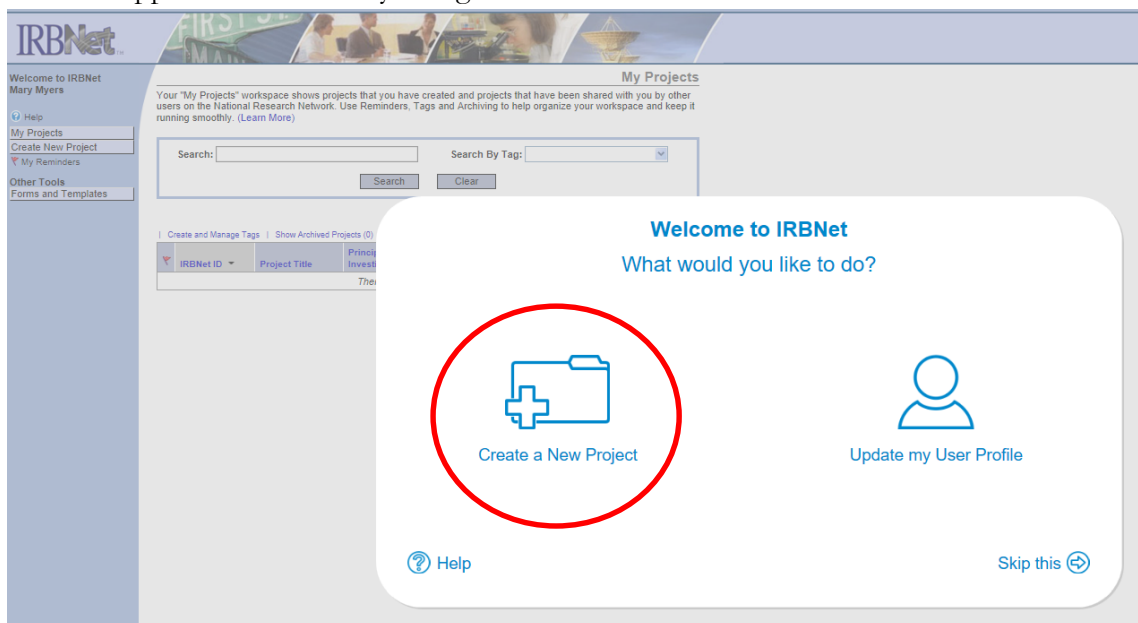


Login:  Username  Password

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

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 e-mail address entered will be the one used to contact you regarding IRB decisions related 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 e-mail from IRBNet. Click on the provided link that was sent to you in the email, which will redirect you to IRBNet.org. Type your username and password to log in.
10. This will appear the first time you log into IRBNet:



11. Click “Create a New Project” if you want to get started on your IRB submission.
12. For the next steps, scroll down to Step 3 in the section on “Creating your Study”– page 6 of this user manual.

## Creating your study


1. Navigate to [www.irbnet.org](http://www.irbnet.org) and login 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 of this manual.

**IRBNet** Innovative Solutions for  
Compliance and Research Management



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

### Comprehensive Solutions



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**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

- On the left side of the page, select **“Create New Project”**.

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

My Projects

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

Search:  Search By Tag:

Search Clear

Create and Manage Tags | Show Archived Projects (0) |

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
There are no projects to display.					

- The following screen will appear:

### 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:

Title:

Local Principal Investigator:

First Name:  Last Name:  Degree(s):

Keywords:

Sponsor:

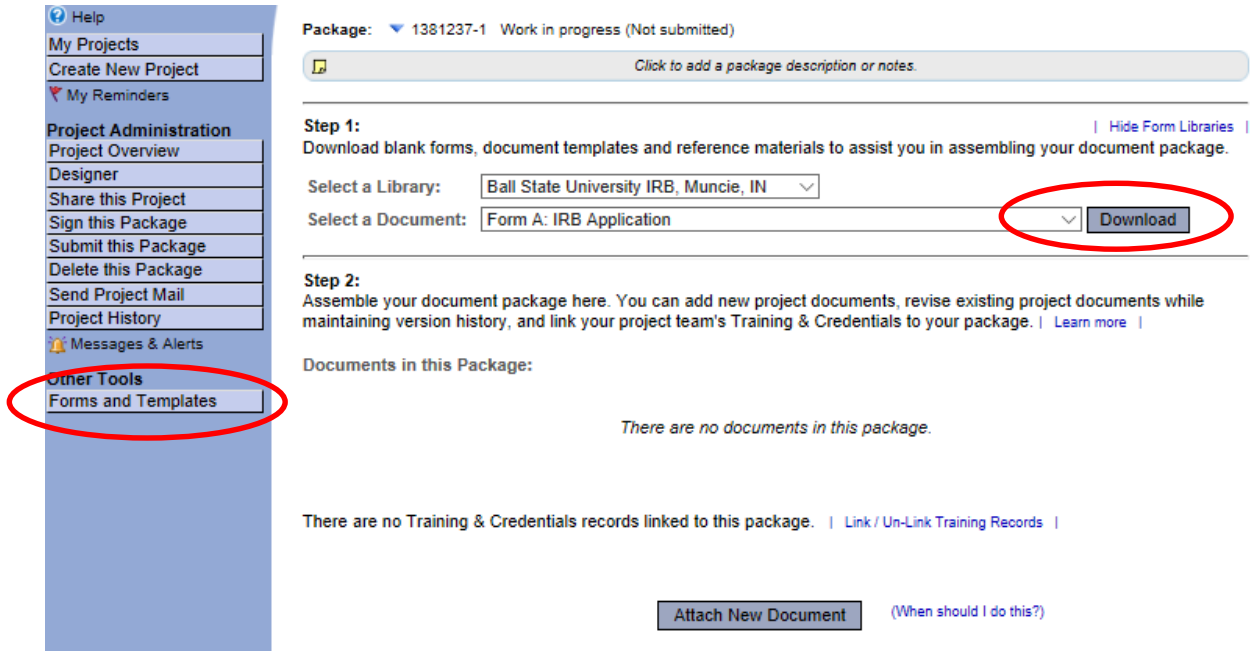
You may specify an internal account number, billing identifier or reference number for this project.

Internal Reference Number:

Continue Cancel

\* required fields

4. Enter the title of the project and your name. If this is a sponsored study, please 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.
5. Click **"continue"**.
6. You will be taken to the **"Designer"** page, and the following screen will appear:



Help

My Projects

Create New Project

My Reminders

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

Package: 1381237-1 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:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | Link / Un-Link Training Records |

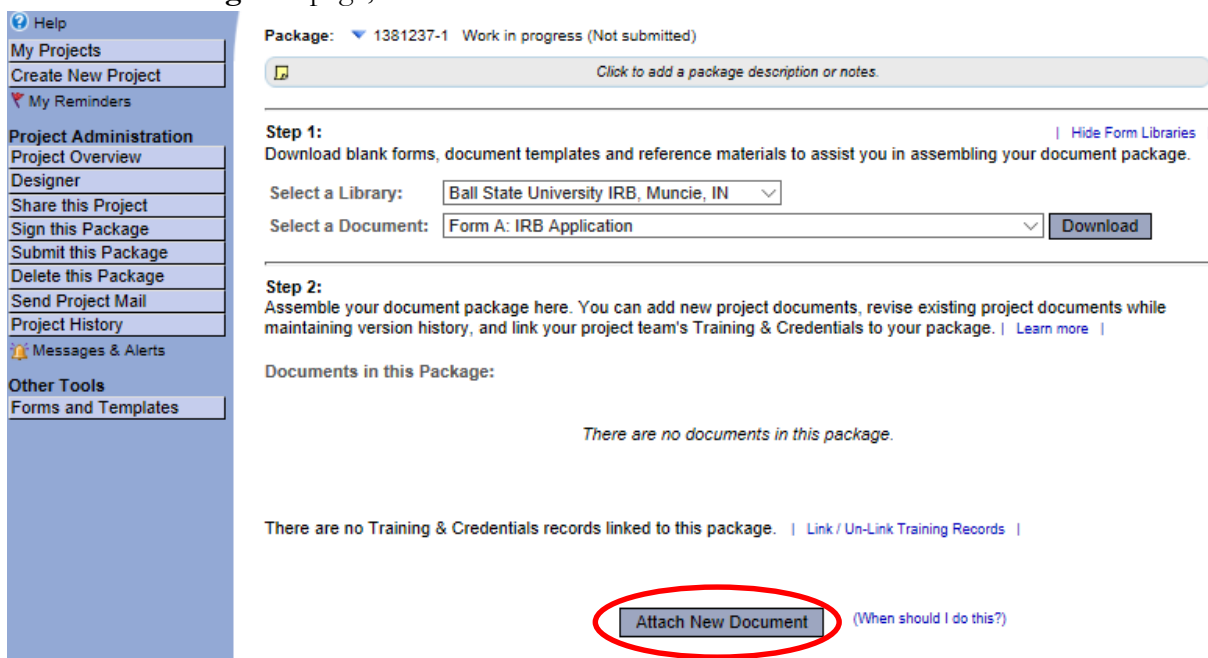
Attach New Document (When should I do this?)

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.

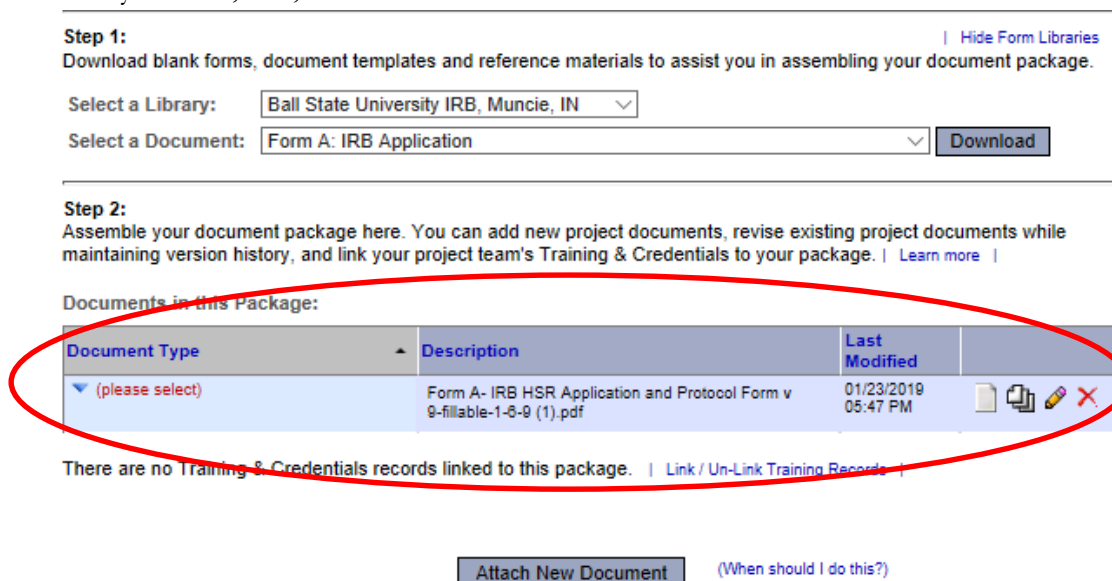
7. Make sure you have completed all pieces of the IRB Application and created separate documents for possible recruitment materials, surveys, media permission forms, letters of support, FERPA release forms, informed consent forms, etc.

**Note:** *There are many forms on IRBNet, you only need to download and complete the forms that are relevant for your study. If you have questions about which forms you need, please contact our office.*

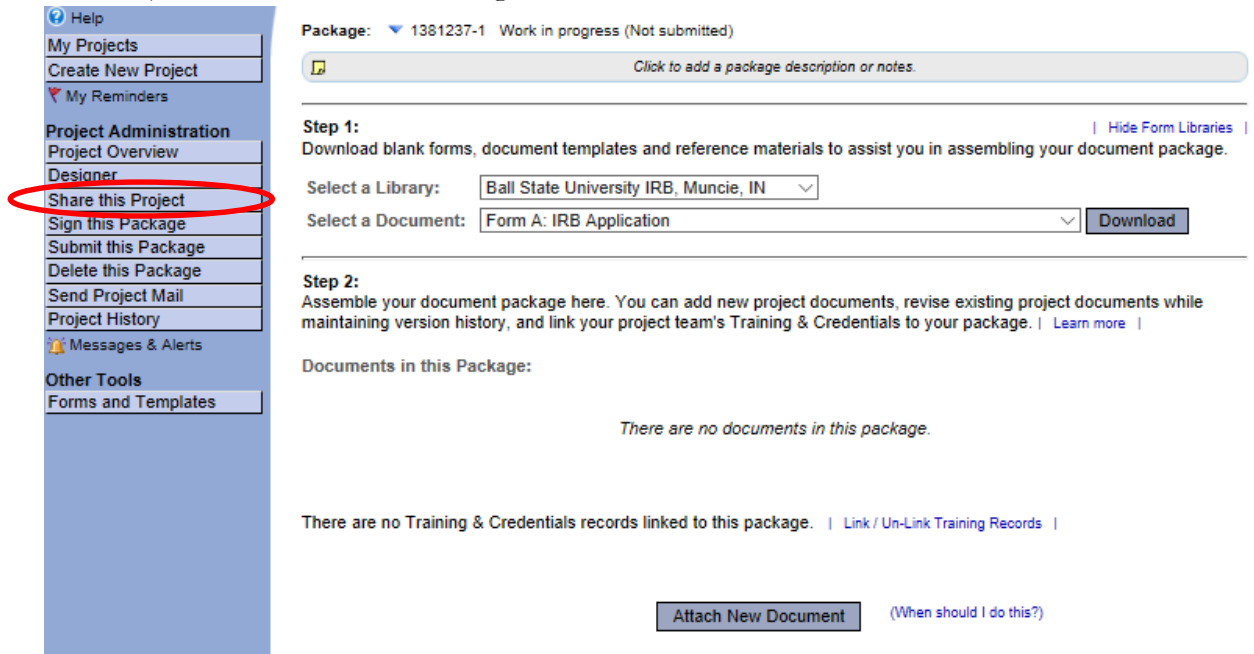
8. Within the **“Designer”** page, click **“Attach New Document”**



9. 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 which includes document type, the title of the document, and the date that the document was last updated on IRBNet. You also have the ability to view, edit, and delete the document.



10. 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 name that best represents what is in the additional document, or choose **“Other”** and type what the document is in the **“Description”** box.
11. Once all files have been uploaded, you may need to share your study with others. **Student PI’s must share the project with faculty advisor before submitting.** This could also include other advisors or colleagues. To share your project with another person, the person must be registered with IRBNet.
12. Select the **“Share this Project”** link, located on the left side of the page. This is located under the **“Project Administration”** heading.




The screenshot shows the IRBNet user interface. On the left is a blue sidebar with a menu. Under the 'Project Administration' section, the 'Share this Project' link is circled in red. The main content area shows a package status of '1381237-1 Work in progress (Not submitted)'. It includes a section for 'Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.' with dropdowns for 'Select a Library' (Ball State University IRB, Muncie, IN) and 'Select a Document' (Form A: IRB Application), followed by a 'Download' button. Below this is 'Step 2: Assemble your document package here.' with instructions and a 'Learn more' link. At the bottom, there is an 'Attach New Document' button and a note '(When should I do this?)'.

13. 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.

14. 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:



**Help**  
My Projects  
Create New Project  
My Reminders  
**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

You may share this project with other users. Sharing a project consists of three steps:

1. Select an organization to display a list of users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization

Organization types to display ☒ Research Institutions ☐ Boards ☐ Sponsors

Select an Organization\*

- 4Dclass, Beijing, China
- A.T. Still University, Mesa, AZ
- Abilene Christian University, Abilene, TX
- Abt Associates Inc, Cambridge, MA
- Abt SRBI, New York, NY
- Abused Adult Resource Center, Bismarck, ND
- Ackerman Academy of Dermatopathology, New York, NY
- Action Counseling Services, Roswell, NM

\* required fields

15. 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:

16. 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 e-mail 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 the email address they listed when the registered for IRBNet.**

Search for a User:

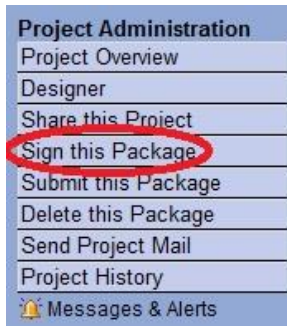
IRBNet User	Permission Access
Cardinal, Charlie	<input type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input checked="" type="radio"/> No Access

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:

Your Comments

17. The next step is to navigate to the “Sign this Package” section. Remember, **student PIs must have faculty advisor sign the package before you can submit the package for review.**



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

I Charlie Cardinal, as Principal Investigator, certify that to the best of my knowledge the information contained in this package is accurate and ready for submission in accordance with all applicable institutional requirements and traditional handwritten signatures. Electronic signature is intended to be the legally binding equivalent of a handwritten signature.

To sign on behalf of as Principal Investigator

Sign

**See Signature Mode.**

Package has not been signed.

Principal Investigator

Administrative Reviewer

Advisor

Associate Investigator

Auditor

Author

Co-Investigator

Department Head

Department Representative

Institutional Official

Monitor

Other Signatory

Research Coordinator

Scientific Reviewer

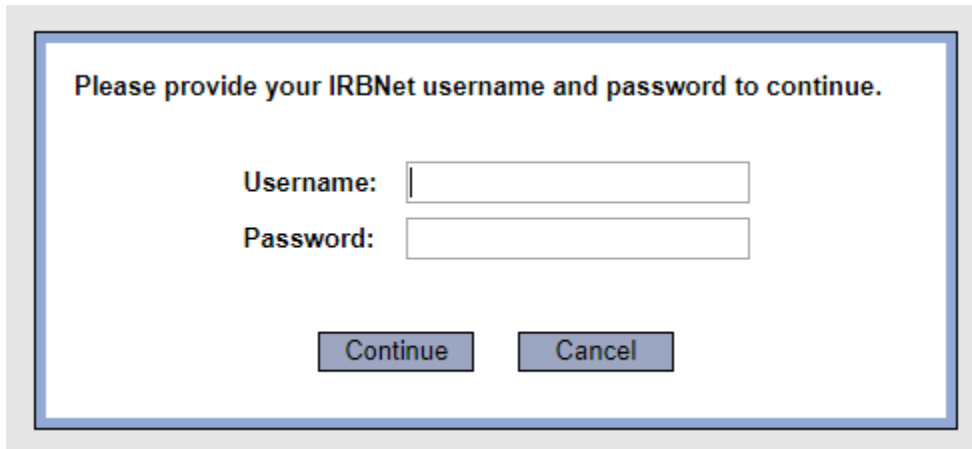
Sponsor

Statistician

Sub-Investigator

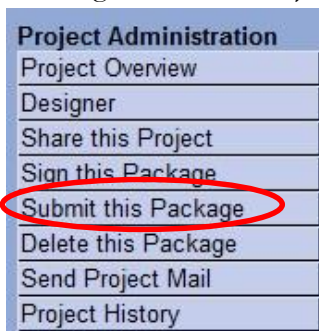
Team Member

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



A screenshot of a web dialog box with a blue border. The text inside reads: "Please provide your IRBNet username and password to continue." Below this text are two input fields. The first is labeled "Username:" and the second is labeled "Password:". At the bottom of the dialog are two buttons: "Continue" and "Cancel".

20. 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 an email notifying them of your signature too. Similarly, when your advisor signs the package, you will receive an email notification. **Please note: We do not allow anyone to sign on behalf of another person. You may not use the “Designee Signature Mode” to sign for another person.**
21. A protocol cannot be approved until the PI and the advisor (if applicable) has signed the package. **If you have an advisor, the advisor must sign the package before you submit the package to the IRB for review.**
22. 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.
23. You can select your project from the “**My Projects**” list after signing in.
24. Look again to the “**Project Administration**” section and select “**Submit this package.**”



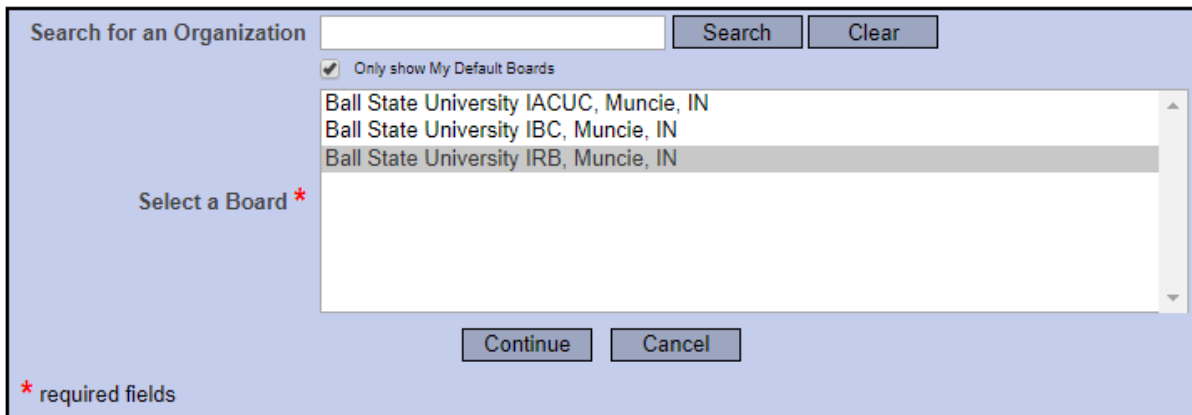
25. The page below will appear.

- 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 University IBC, 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.**”

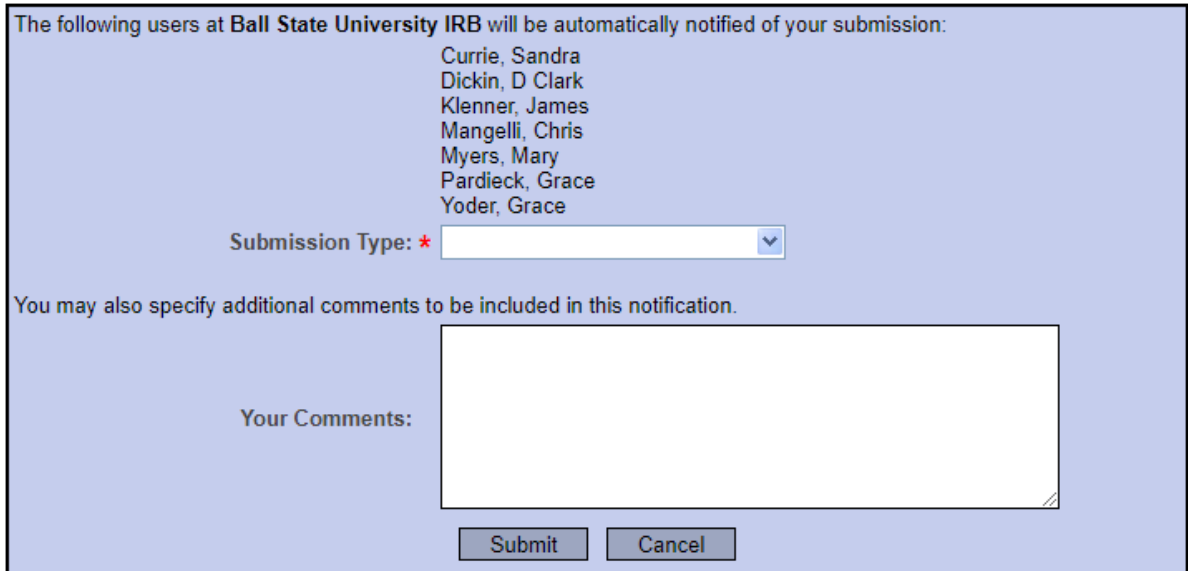
26. Once you highlight the correct option for your project, click “**Continue.**”

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:



27. You need to select the submission type, select “**New Project**” from the dropdown box. If you would like to include any comments that will be 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.

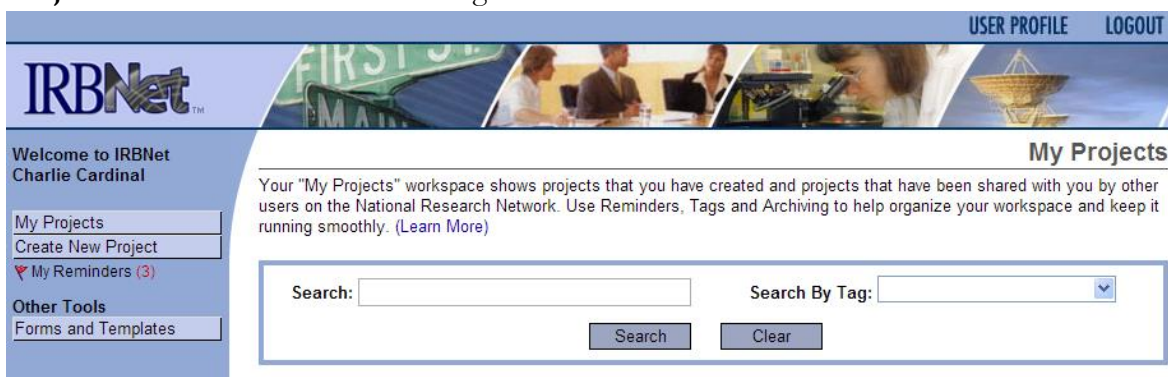
Your Comments:

28. The reviewers will be notified of your submission and the review process can begin. You will receive a time stamp for the submission.


## Minor Revisions (The board determined your project should be unlocked for small changes)

Minor modifications may be necessary after the applicable committee has reviewed your initial protocol submission. This section of the user manual will guide principal investigators in the steps necessary to submit minor modifications. You will receive an e-mail indicating that your project has been unlocked and modifications are required. All changes in your documents (excluding the application PDF) 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](http://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.



**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (5)

Other Tools  
Forms and Templates

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

Search:  Search By Tag:

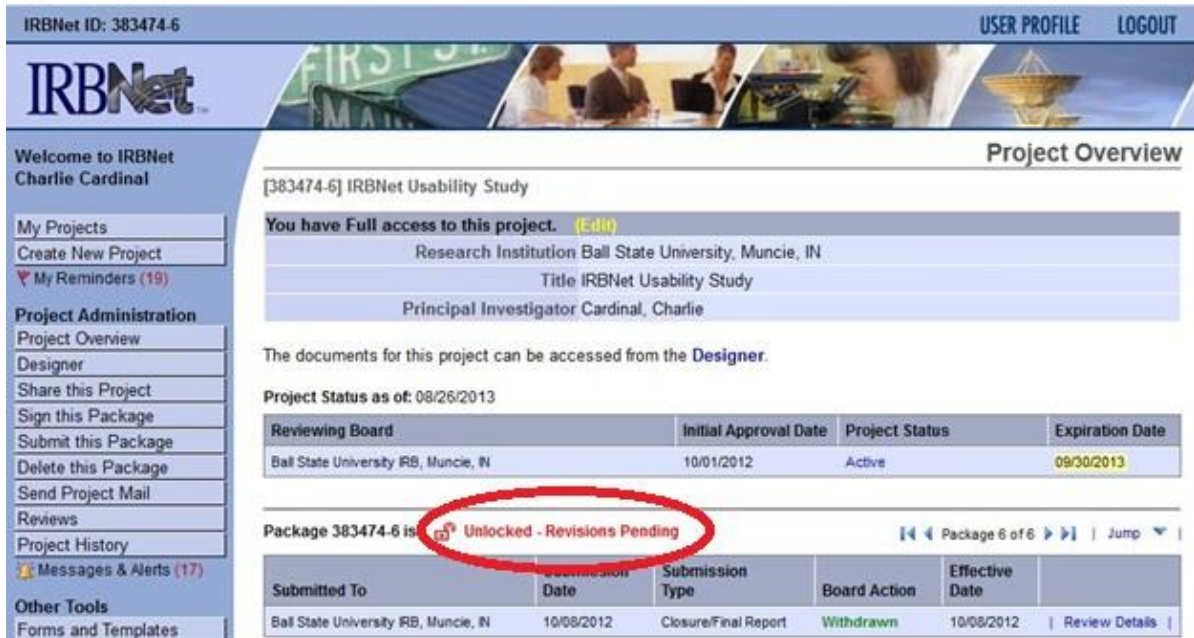
Search Clear

1 - 2 of 2

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
383474-2	IRBNet Usability Study	Cardinal		Work in progress	
381206-1	New Project	Cardinal	Revision	Withdrawn	09/26/2012

1 - 2 of 2

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.



IRBNet ID: 383474-6

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (19)

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 (17)

Other Tools  
Forms and Templates

**Project Overview**

[383474-6] IRBNet Usability Study

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

Research Institution Ball State University, Muncie, IN  
Title IRBNet Usability Study  
Principal Investigator Cardinal, Charlie

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

Project Status as of: 08/26/2013

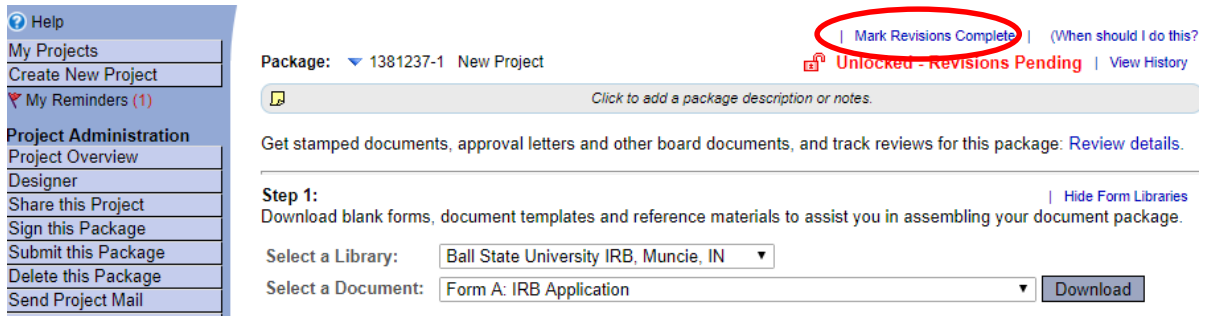
Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Ball State University IRB, Muncie, IN	10/01/2012	Active	09/30/2013

Package 383474-6 is **Unlocked - Revisions Pending**

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Ball State University IRB, Muncie, IN	10/08/2012	Closure/Final Report	Withdrawn	10/08/2012

All changes in your documents (excluding the application PDF) 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.

4. Once the changes are made and all documents are attached, click on **“Mark Revisions Complete”** above **Unlocked – Revisions Pending** and **View History** to resubmit the revised study.



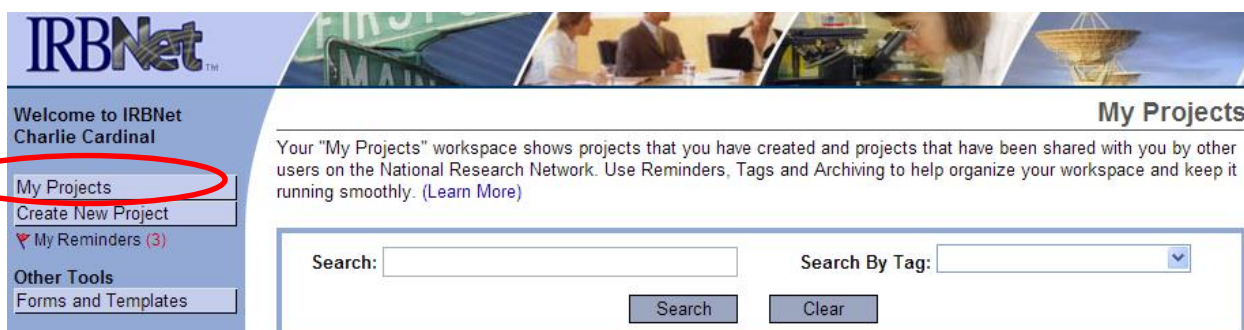
The screenshot shows the IRBNet interface. On the left is a navigation menu with options like 'Help', 'My Projects', 'Create New Project', 'My Reminders (1)', and 'Project Administration'. The main content area shows a package status of 'Unlocked - Revisions Pending'. A red circle highlights the 'Mark Revisions Complete' button. Below this, there's a section for 'Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.' with dropdown menus for 'Select a Library' (Ball State University IRB, Muncie, IN) and 'Select a Document' (Form A: IRB Application), followed by a 'Download' button.

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

## Major Revisions (deferred letter – the board determined your study should be resubmitted with major changes)

Modifications may be necessary after the Institutional Review Board has reviewed your initial protocol submission. This section of the user manual will guide principal investigators in the steps necessary to submit modifications. You will receive a letter from the IRB Chair on IRBNet indicating that **“Modifications are Required”**. All changes in your documents (excluding the application PDF) 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](http://www.irbnet.org) with your user name and password, and then click on the **“My Projects”** button on the left side navigation menu.



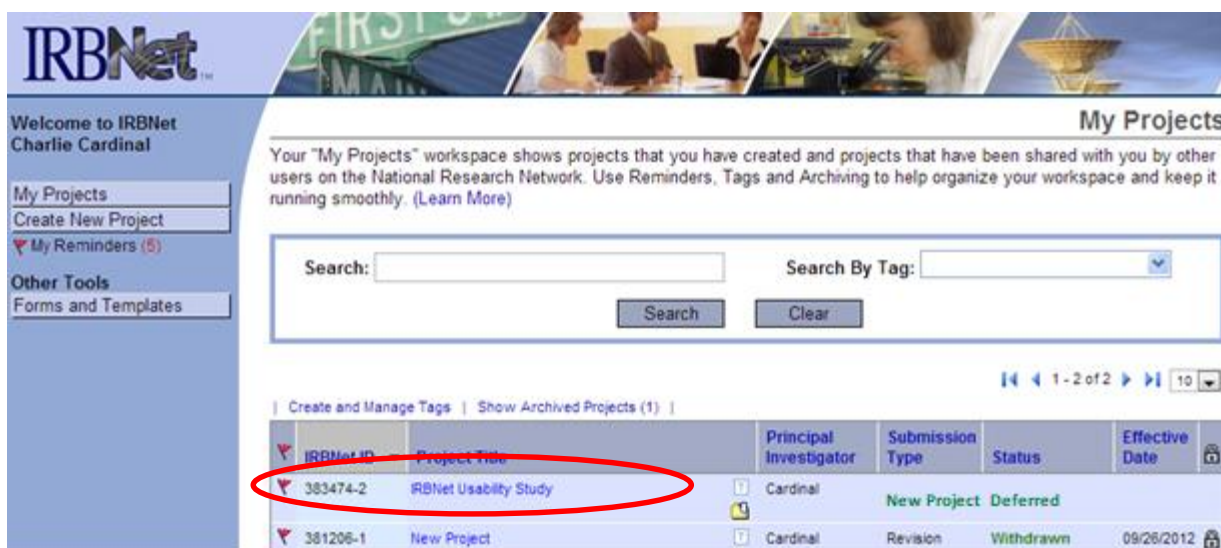
Welcome to IRBNet  
Charlie Cardinal

**My Projects**

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

Search:  Search By Tag:

2. Select the project that you wish to modify.



Welcome to IRBNet  
Charlie Cardinal

**My Projects**

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

Search:  Search By Tag:

1 - 2 of 2

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
383474-2	IRBNet Usability Study	Cardinal	New Project	Deferred	
381206-1	New Project	Cardinal	Revision	Withdrawn	09/26/2012

3. Your project will be locked and you will be unable to edit documents that have already been submitted. Click **“Create New Package”** to submit a revised version of the documents requested.



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

Research Institution Ball State University, Muncie, IN

Title test

Principal Investigator Cardinal, Charlie

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

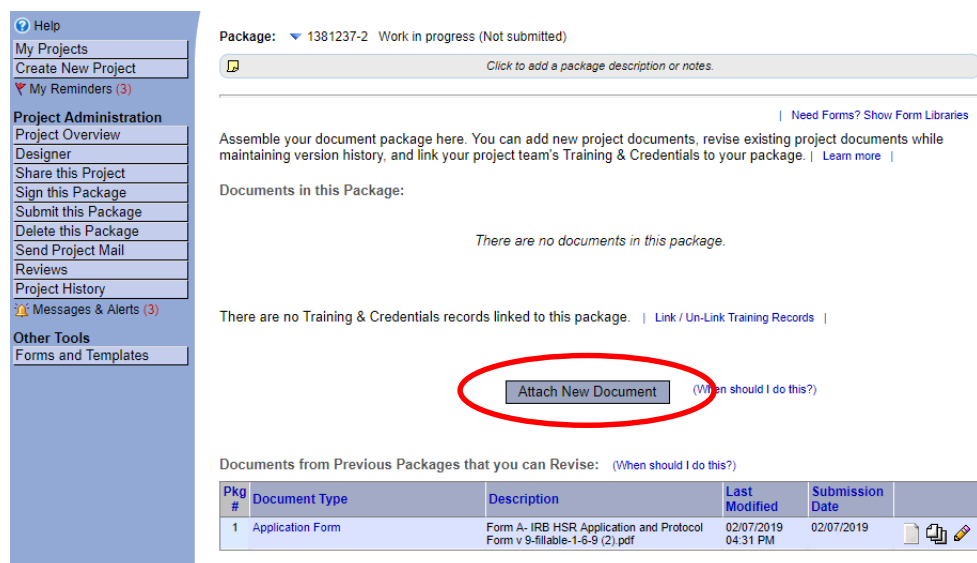
Project Status as of: 02/20/2019

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Ball State University IRB, Muncie, IN		Deferred - Modifications Required	

Package 1381237-1 is: **Locked - Revisions Complete**

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Ball State University IRB, Muncie, IN	02/07/2019	New Project	Deferred	02/20/2019	<a href="#">Review Details</a>

4. Create, complete, and submit the appropriate documents. Reviewers will be interested in seeing changes that you have made from your original documents. For minor changes, (e.g., grammatical changes), simply highlighting the change in the new document is sufficient. However, for larger changes/clarifications, please upload a word document outlining the changes you made.



Package: 1381237-2 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.*

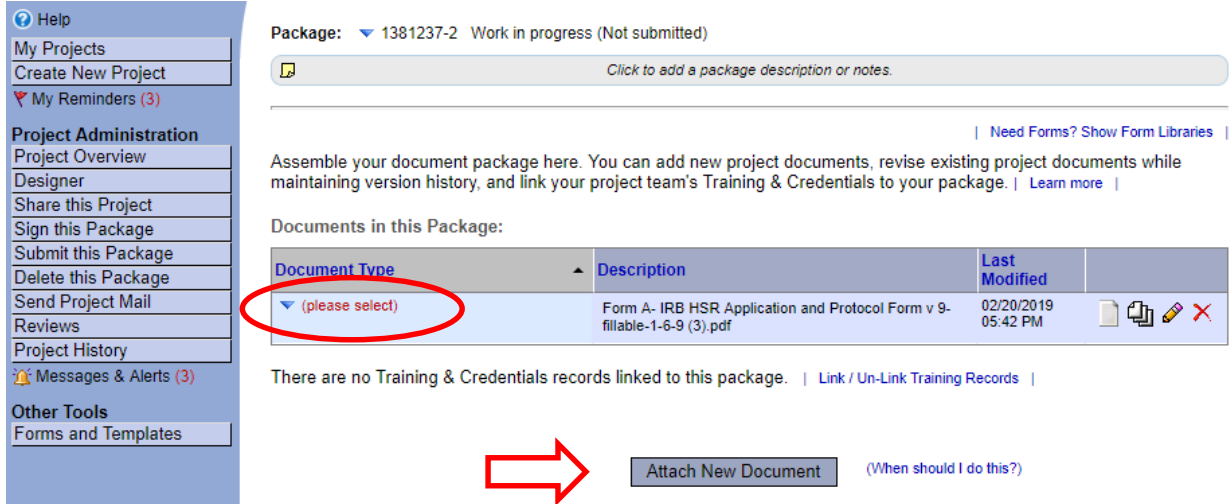
There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

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

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

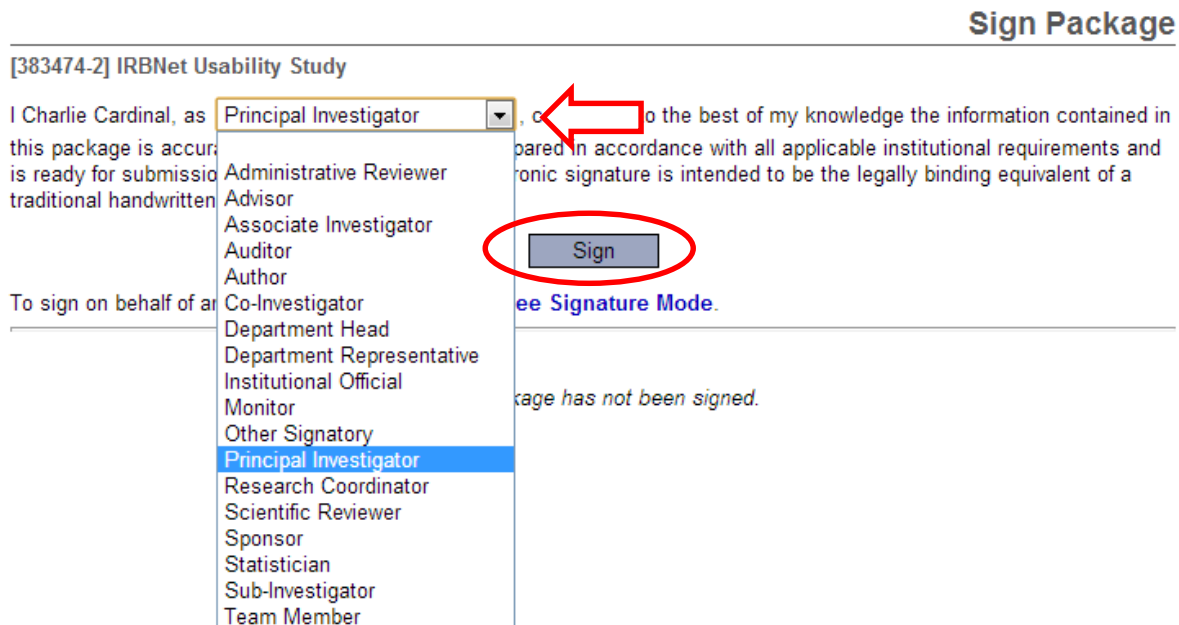
Pkg #	Document Type	Description	Last Modified	Submission Date	
1	Application Form	Form A- IRB HSR Application and Protocol Form v 9-fillable-1-6-9 (2).pdf	02/07/2019 04:31 PM	02/07/2019	  

- In the document type menu, select the most appropriate match for the document you are uploading. If there is no match, select **“Other”** from the menu. Select the **“Attach New Document”** tab to browse your computer for other necessary files. Because you have created a new project, you must upload all documents for the IRB to review, as if it was a new study.



The screenshot shows the IRBNet interface. On the left is a sidebar with a 'Project Administration' menu. In the main area, there's a 'Package' dropdown set to '1381237-2 Work in progress (Not submitted)'. Below this is a table titled 'Documents in this Package:' with columns 'Document Type', 'Description', and 'Last Modified'. The 'Document Type' dropdown is circled in red and shows '(please select)'. Below the table, there's a button 'Attach New Document' with a red arrow pointing to it. To the right of the button is a link '(When should I do this?)'.

- Click **“Sign this Package”** under the **Project Administration** menu on the left. **If you are a student, your faculty advisor must sign this new package as well.**
- Once at the **“Sign Package”** screen, indicate your **project role** (arrow) and click **“Sign”**.



The screenshot shows the 'Sign Package' screen. At the top right is the title 'Sign Package'. Below it is the text '[383474-2] IRBNet Usability Study'. On the left, there's a form with a dropdown menu for 'Principal Investigator' which is circled in red. Below the dropdown is a list of roles: Administrative Reviewer, Advisor, Associate Investigator, Auditor, Author, Co-Investigator, Department Head, Department Representative, Institutional Official, Monitor, Other Signatory, Principal Investigator (highlighted), Research Coordinator, Scientific Reviewer, Sponsor, Statistician, Sub-Investigator, and Team Member. To the right of the dropdown is a button 'Sign' which is also circled in red. Below the button is a link 'See Signature Mode.'.

8. Your project is now ready to submit, click **“Submit this Package”** under the **Project Administration** menu.



**IRBNet**™

Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (6)

**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 (4)

**Sign Package**

[383474-2] IRBNet Usability Study

I Charlie Cardinal, as [dropdown], 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.

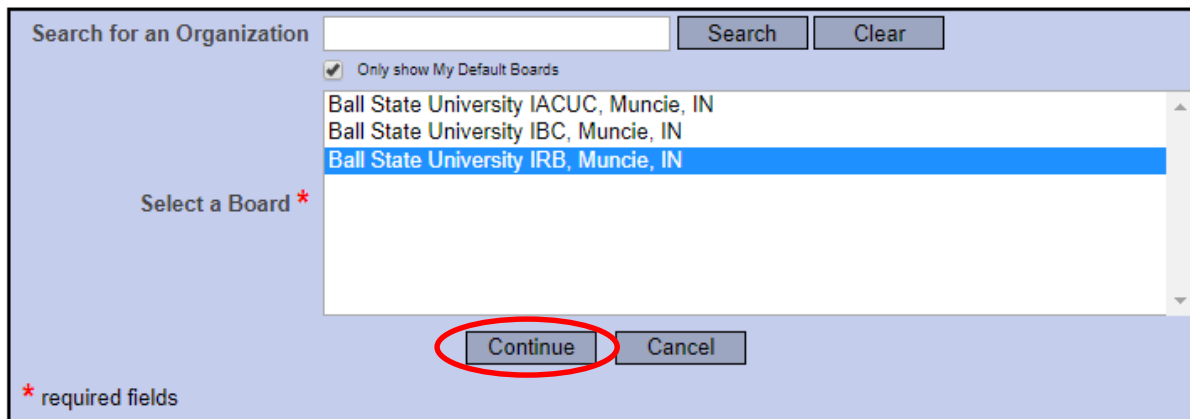
To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has been signed by:

Date	Signed By	Role	
10/01/2012 02:53 PM	Charlie Cardinal	Principal Investigator	<a href="#">Details</a>

9. Search for and select the proper review body at Ball State University (IACUC, IBC, or IRB) and click **“Continue”**.

Please select a Board:



**Search for an Organization**

☒ 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 \*

\* required fields

10. Select **“Revision”** for **Submission Type** (arrow), and then click **“Submit”**.

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

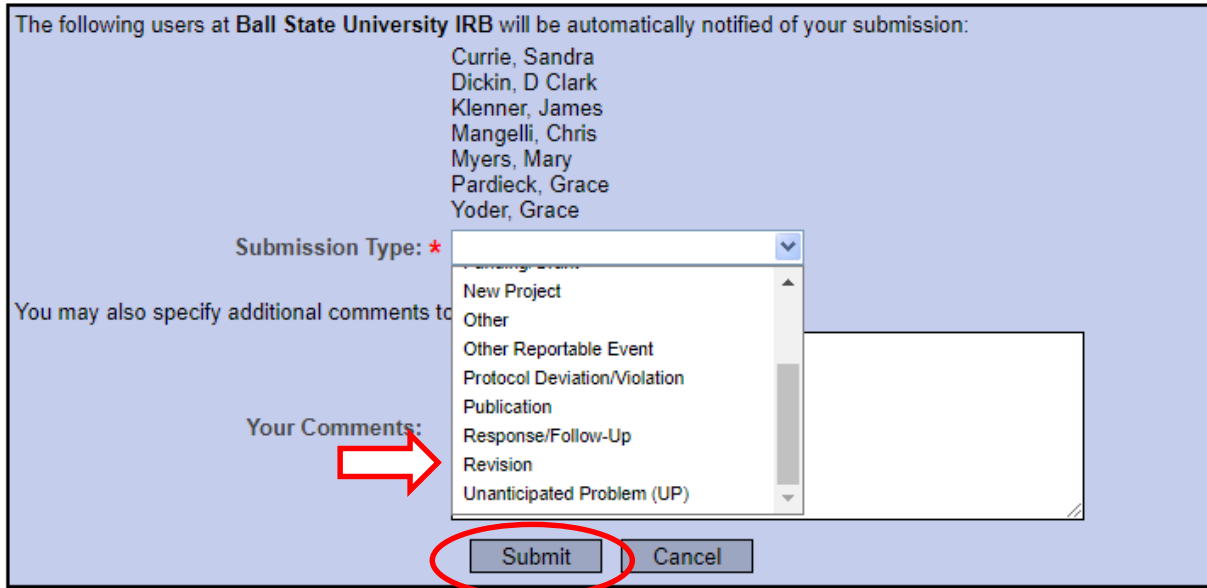
- Currie, Sandra
- Dickin, D Clark
- Klenner, James
- Mangelli, Chris
- Myers, Mary
- Pardieck, Grace
- Yoder, Grace

Submission Type: \*

You may also specify additional comments to:

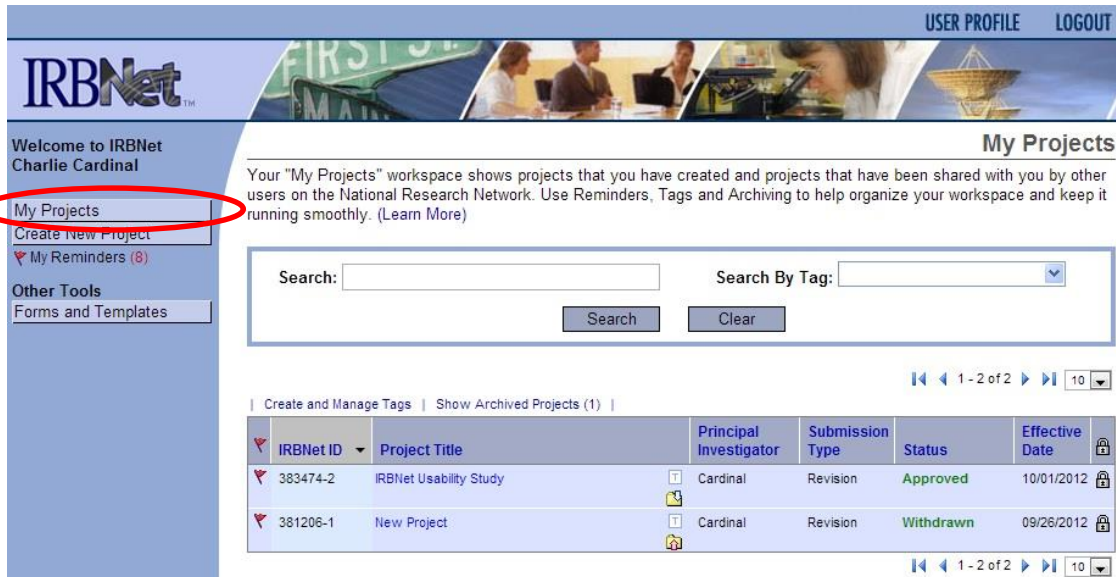
Your Comments:

Submit Cancel



## Modifying an Approved Study

1. Login to [www.irbnet.org](http://www.irbnet.org) using your username and password.
2. Select **"My Projects"** on the left side of the screen.



USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

**My Projects**

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

Search:  Search By Tag:

Search Clear

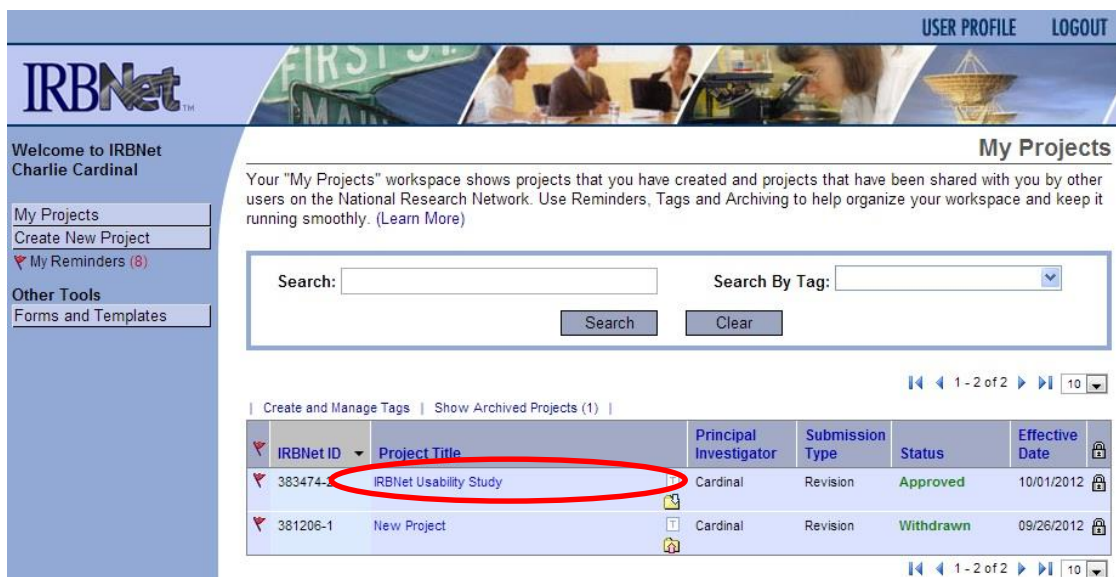
1 - 2 of 2 10

Create and Manage Tags | Show Archived Projects (1)

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
383474-2	IRBNet Usability Study	Cardinal	Revision	Approved	10/01/2012
381206-1	New Project	Cardinal	Revision	Withdrawn	09/26/2012

1 - 2 of 2 10

3. Select the project that you want to modify.



USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

**My Projects**

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

Search:  Search By Tag:

Search Clear

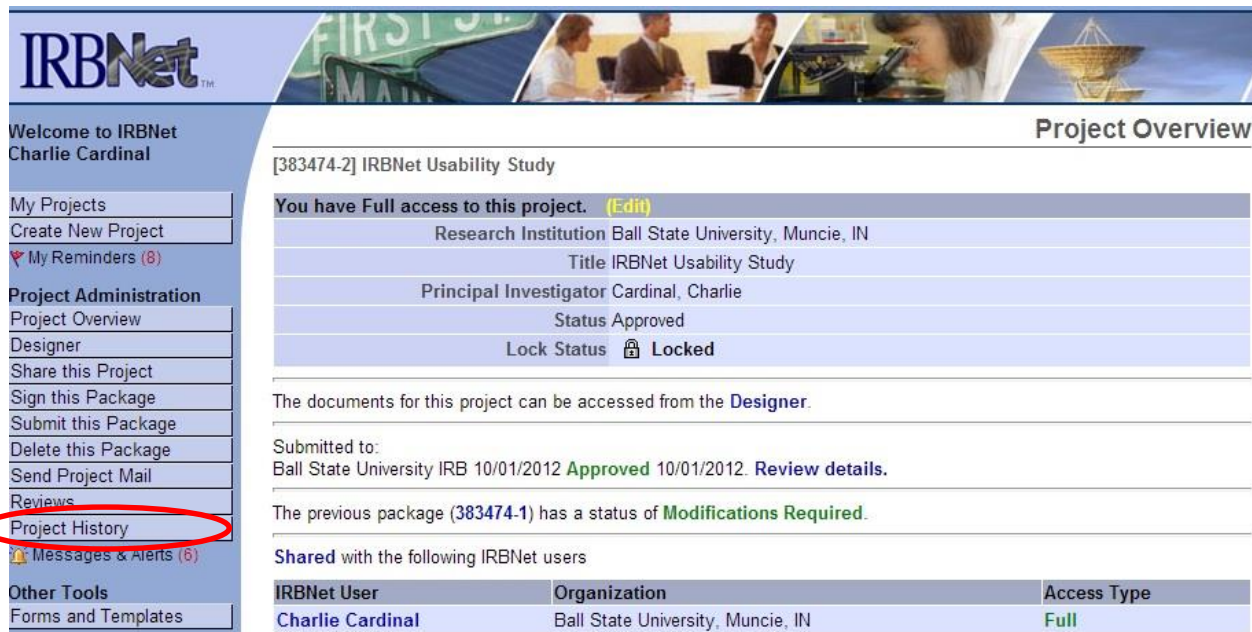
1 - 2 of 2 10

Create and Manage Tags | Show Archived Projects (1)

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
383474-2	IRBNet Usability Study	Cardinal	Revision	Approved	10/01/2012
381206-1	New Project	Cardinal	Revision	Withdrawn	09/26/2012

1 - 2 of 2 10

- Click on **“Project History”** under the **Project Administration** menu.



Welcome to IRBNet  
Charlie Cardinal

**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 (6)

**Other Tools**

- Forms and Templates

**Project Overview**

[383474-2] IRBNet Usability Study

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

Research Institution	Ball State University, Muncie, IN
Title	IRBNet Usability Study
Principal Investigator	Cardinal, Charlie
Status	Approved
Lock Status	Locked

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

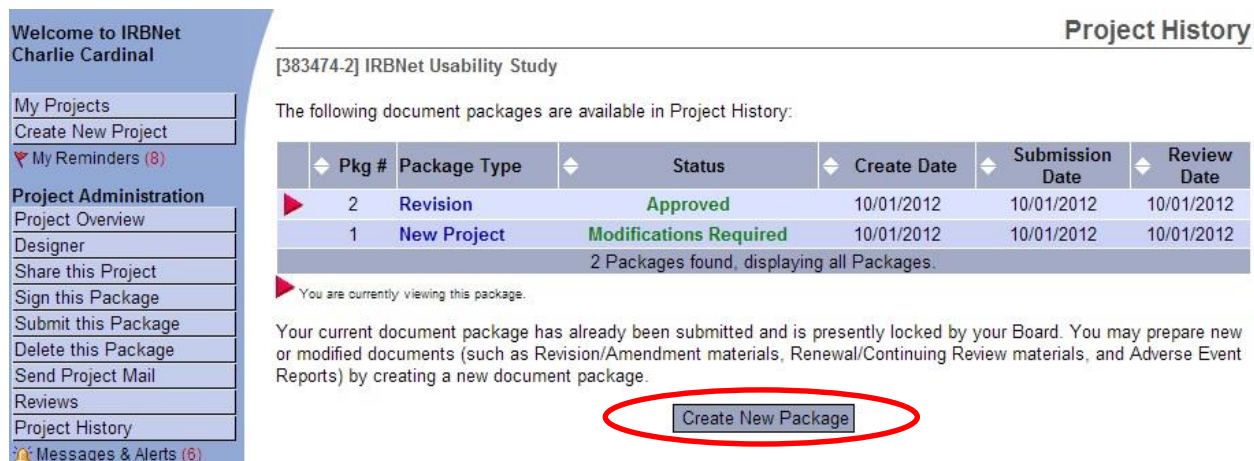
Submitted to:  
Ball State University IRB 10/01/2012 **Approved** 10/01/2012. [Review details.](#)

The previous package (383474-1) has a status of **Modifications Required**.

Shared with the following IRBNet users

IRBNet User	Organization	Access Type
Charlie Cardinal	Ball State University, Muncie, IN	Full

- Click **“Create New Package”** at the bottom of the page.



Welcome to IRBNet  
Charlie Cardinal

**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 (6)

**Project History**

[383474-2] IRBNet Usability Study

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
2	Revision	Approved	10/01/2012	10/01/2012	10/01/2012
1	New Project	Modifications Required	10/01/2012	10/01/2012	10/01/2012

2 Packages found, displaying all Packages.

You are currently viewing this package.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

[Create New Package](#)

6. “New Document Package” will appear, click this to be taken to the **Designer** page.

Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (8)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package

**Project History**

[383474-3] IRBNet Usability Study

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
3	<b>New Document Package</b>	Work in progress	10/01/2012		
2	Revision	Approved	10/01/2012	10/01/2012	10/01/2012
1	New Project	Modifications Required	10/01/2012	10/01/2012	10/01/2012

3 Packages found, displaying all Packages.

You are currently viewing this package.

7. Fill out and complete the **IRB Modification/Amendment Form**.
  - a. This can be found in the “Forms and Templates” section of IRBNet.
8. Prepare any additional relevant project documents indicated in the IRB Modification/Amendment Form. This may include: Informed consent documents, parental submission documents, surveys, recruitment letters or e-mails, introductory scripts, and any additional documentation that will assist the committee in understanding the changes you are making to the study. All changes must be highlighted, otherwise your study won’t be reviewed.
9. Click “Add New Document” near the middle of the screen.

Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (8)

**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 (6)

**Other Tools**  
Forms and Templates

**Designer**

[383474-3] IRBNet Usability Study

**Step 1:**  
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. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

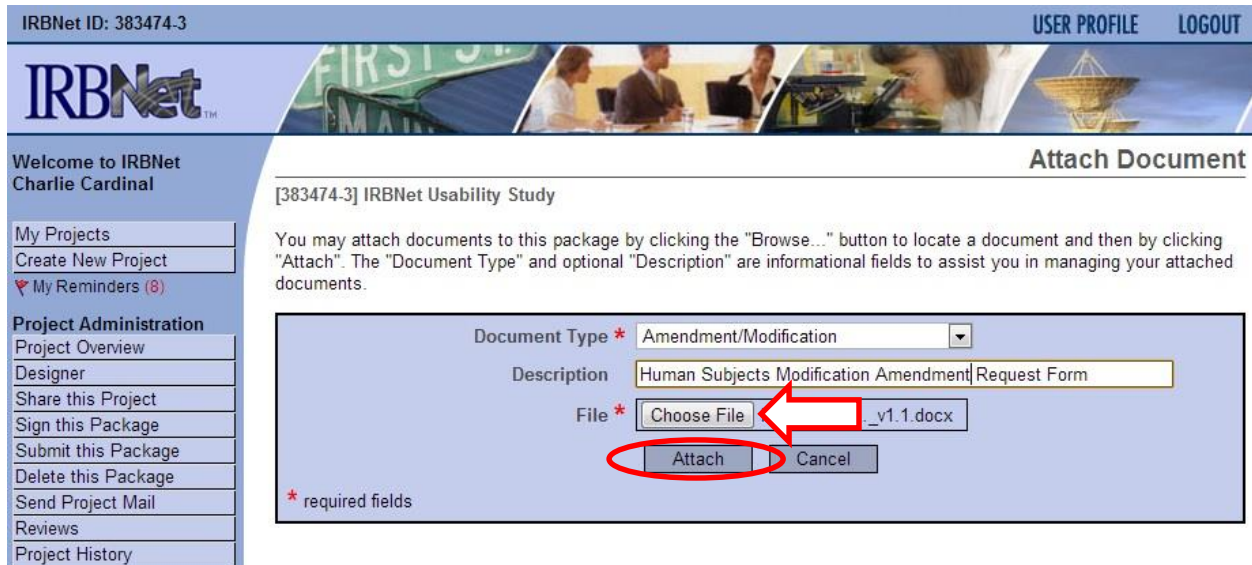
There are currently no documents in this package.

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

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

(When should I do this?)

10. In the Document Type box, select the category the bests matches the document you are uploading. If you are uploading the modification amendment form, select **“Amendment/Modification”**. If you are uploading supporting documentation, pick the best match. If there is no match select “other”. Click **“Choose File”** (arrow) to browse your computer for the desired file. Once found, click **“Attach”** to upload the file to your package.



IRBNet ID: 383474-3 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

**Attach Document**

[383474-3] IRBNet Usability Study

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type \* Amendment/Modification

Description Human Subjects Modification Amendment Request Form

File \* Choose File \_v1.1.docx

Attach Cancel

\* required fields

11. Repeat steps 9 and 10 for all additional supporting documents until they have been added to your package.
12. Click **“Sign this Package”** under the **Project Administration** menu on the left side of the screen.



Welcome to IRBNet  
Charlie Cardinal

**Project Administration**

**Designer**

**Sign this Package**

**Designer**

[383474-3] IRBNet Usability Study

**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

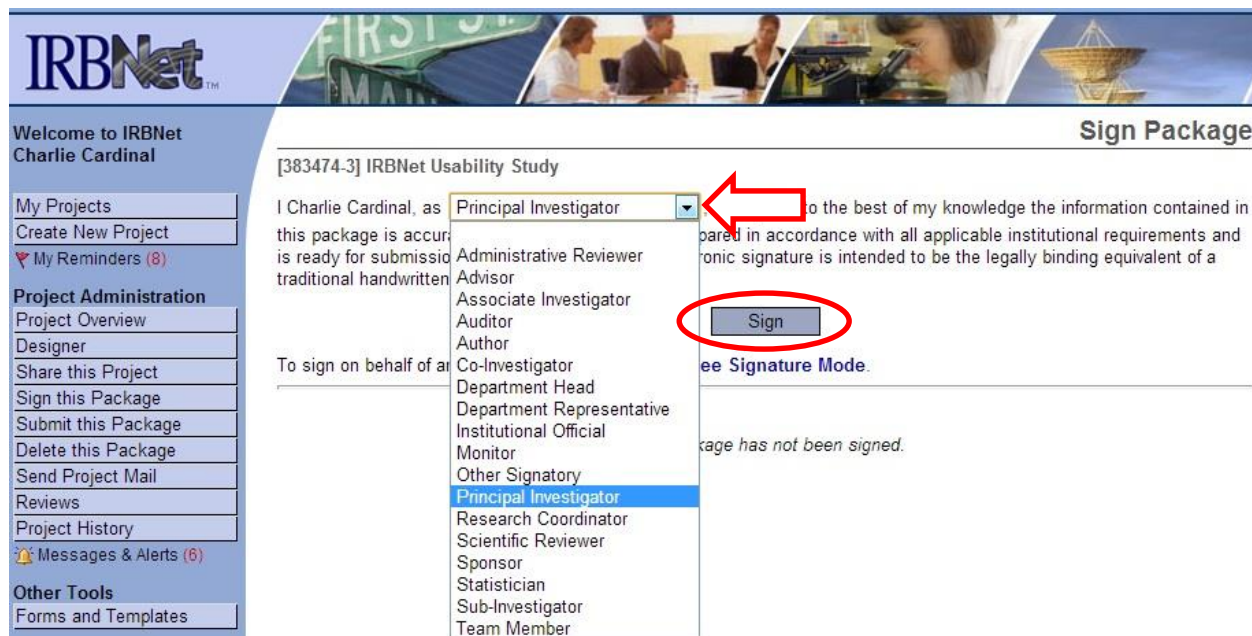
Select a Document: Child Assent (Sample) Download

**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:

Document Type	Description	Last Modified			
Amendment/Modification	Human Subjects Modification Amendment Request Form	10/01/2012 04:23 PM			
Consent Form	Modified Informed Consent Letter	10/01/2012 04:23 PM			

13. Once at the **Sign Package** screen, indicate your **project role** (arrow) and click **“Sign”**.



Welcome to IRBNet  
Charlie Cardinal

**Sign Package**

[383474-3] IRBNet Usability Study

I Charlie Cardinal, as **Principal Investigator**, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to **Designee Signature Mode**.

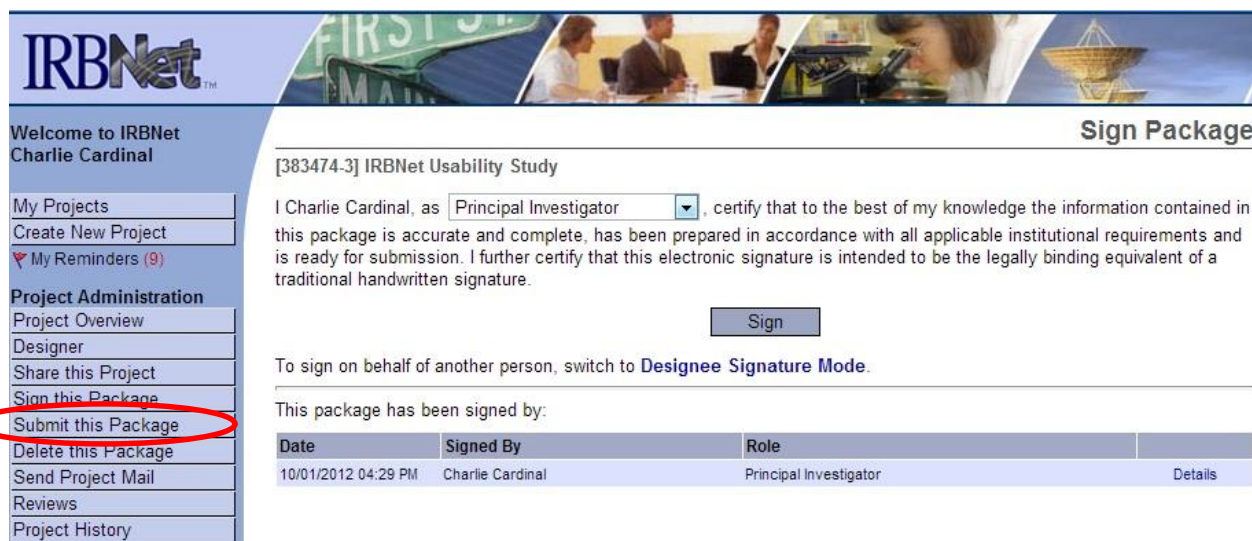
This package has not been signed.

**Sign**

**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 (6)
- Other Tools
- Forms and Templates

11. Your modification/ amendment is now ready to submit, click **“Submit this Package”** under the **Project Administration** menu.



Welcome to IRBNet  
Charlie Cardinal

**Sign Package**

[383474-3] IRBNet Usability Study

I Charlie Cardinal, as **Principal Investigator**, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

**Sign**

To sign on behalf of another person, switch to **Designee Signature Mode**.

This package has been signed by:

Date	Signed By	Role	Details
10/01/2012 04:29 PM	Charlie Cardinal	Principal Investigator	<a href="#">Details</a>

**Project Administration**

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package**
- Delete this Package
- Send Project Mail
- Reviews
- Project History

12. Search for and select the proper review body. Type in “Ball State University” in the search bar.  
Click **“Search”**

Please select a Board:



Search for an Organization

☐ Only show My Default Boards

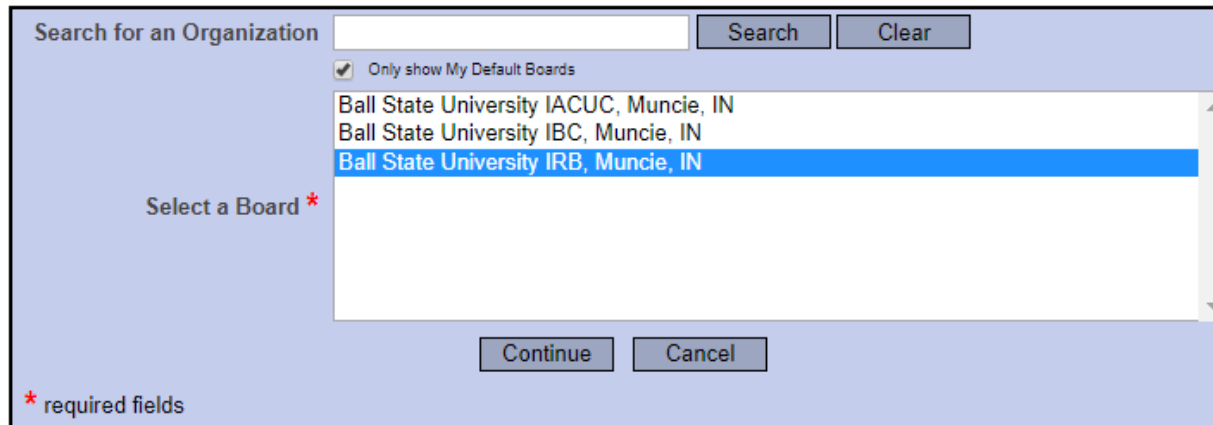
Select a Board \*

- AAMC Clinical Research Committee, Annapolis, MD
- (IBC) Nathan Kline Institute Institutional Biosafety Committee, Orangeburg, NY
- AAMC Clinical QI Review Committee, Annapolis, MD
- Advent Health West Florida Division Institutional Review Board, Tampa, FL
- AdventHealth Institutional Review Board (IRB), Orlando, FL
- AdventHealth Office of Sponsored Programs (OSP), Orlando, FL
- Advocate Health Care Network IRB, Downers Grove, IL
- Akron Children's Hospital IRB, Akron, OH

\* required fields

13. Select the appropriate board for your study (IRB, IACUC, IBC) and click **“Continue”**.

Please select a Board:



Search for an Organization

☒ Only show My Default Boards

Select a Board \*

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

\* required fields

14. Select **“Amendment/Modification”** for **Submission Type** (arrow), and then 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:

Your Comments:

Adverse Event (non-UP)  
Amendment/Modification  
Closure/Final Report  
Continuing Review/Progress Report  
Funding/Grant  
New Project  
Other  
Other Reportable Event

Submit Cancel

## Continuing Review Submission (expedited and full board)

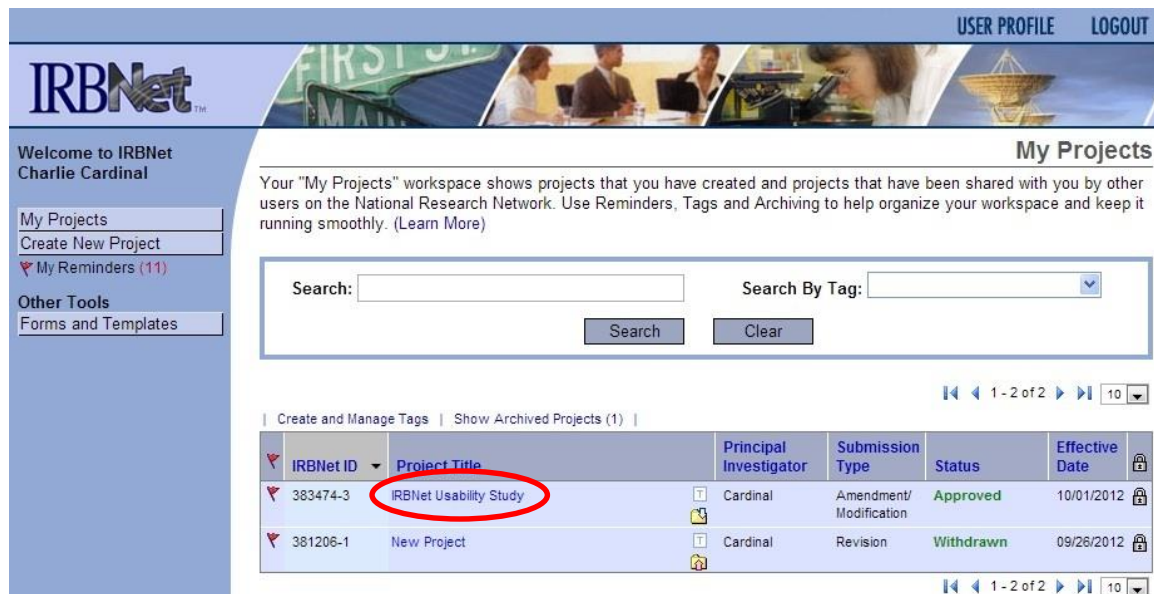
As of January 2019, continuing reviews will typically only be required for full board protocols. Any expedited protocol that was submitted prior to January 2019 will still need a final continuing review to be submitted to the IRB. In certain cases, the IRB may require continuing reviews for expedited 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 will need to fill out and submit the Human Subjects Modification Amendments Form in addition the Continuing Review Form.** You must also include all necessary documentation (see the *Modifying an Approved Study*, page 24, of this manual for instructions).

1. Login to [www.irbnet.org](http://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.



**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (11)  
Other Tools  
Forms and Templates

USER PROFILE LOGOUT

**My Projects**

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

Search:  Search By Tag:

Search Clear

1 - 2 of 2 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
383474-3	IRBNet Usability Study	Cardinal	Amendment/Modification	Approved	10/01/2012
381206-1	New Project	Cardinal	Revision	Withdrawn	09/26/2012

1 - 2 of 2 10

4. Select **"Project History"** under the **Project Administration** menu.



IRBNet ID: 383474-3

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (11)  
Project Administration  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History

**Project Overview**

[383474-3] IRBNet Usability Study

You have Full access to this project. (Edit)

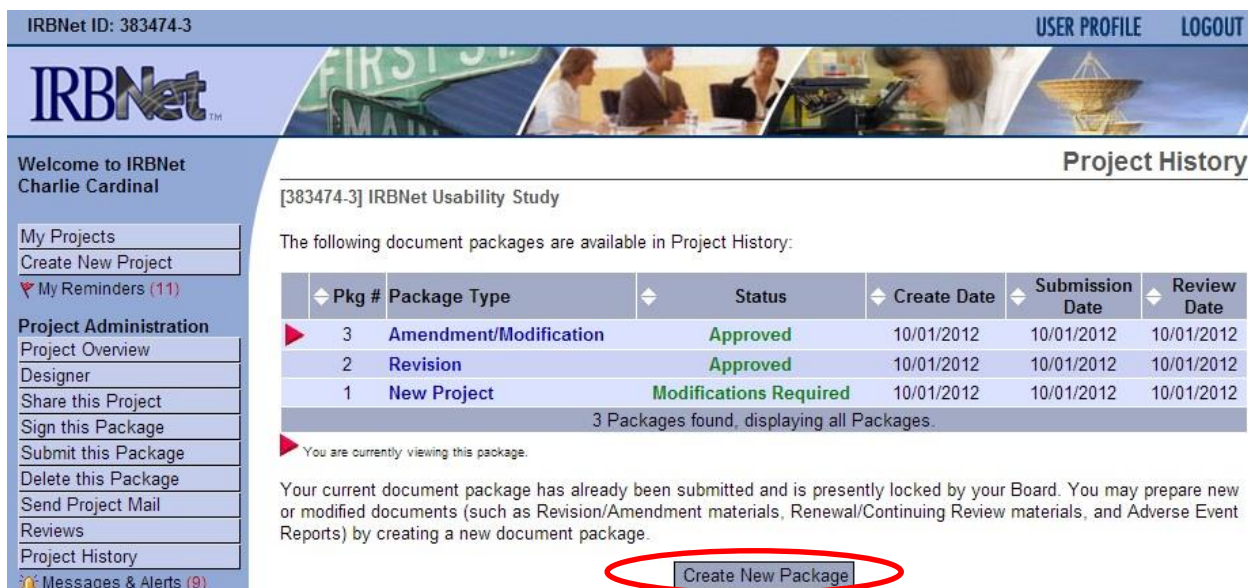
Research Institution	Ball State University, Muncie, IN
Title	IRBNet Usability Study
Principal Investigator	Cardinal, Charlie
Status	Approved
Lock Status	Locked

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

Submitted to:  
Ball State University IRB 10/01/2012 **Approved** 10/01/2012. [Review details.](#)

The previous package (383474-2) has a status of **Approved**.

5. Click **“Create New Package”** at the bottom of the page.



IRBNet ID: 383474-3 USER PROFILE LOGOUT

**IRBNet™**

Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (11)

**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 (9)

**Project History**

[383474-3] IRBNet Usability Study

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
3	Amendment/Modification	Approved	10/01/2012	10/01/2012	10/01/2012
2	Revision	Approved	10/01/2012	10/01/2012	10/01/2012
1	New Project	Modifications Required	10/01/2012	10/01/2012	10/01/2012

3 Packages found, displaying all Packages.

You are currently viewing this package:

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

**Create New Package**

6. **“New Document Package”** will appear, click this to be taken to the **Designer** page.



Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (11)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package

**Project History**

[383474-4] IRBNet Usability Study

The following document packages are available in Project History:

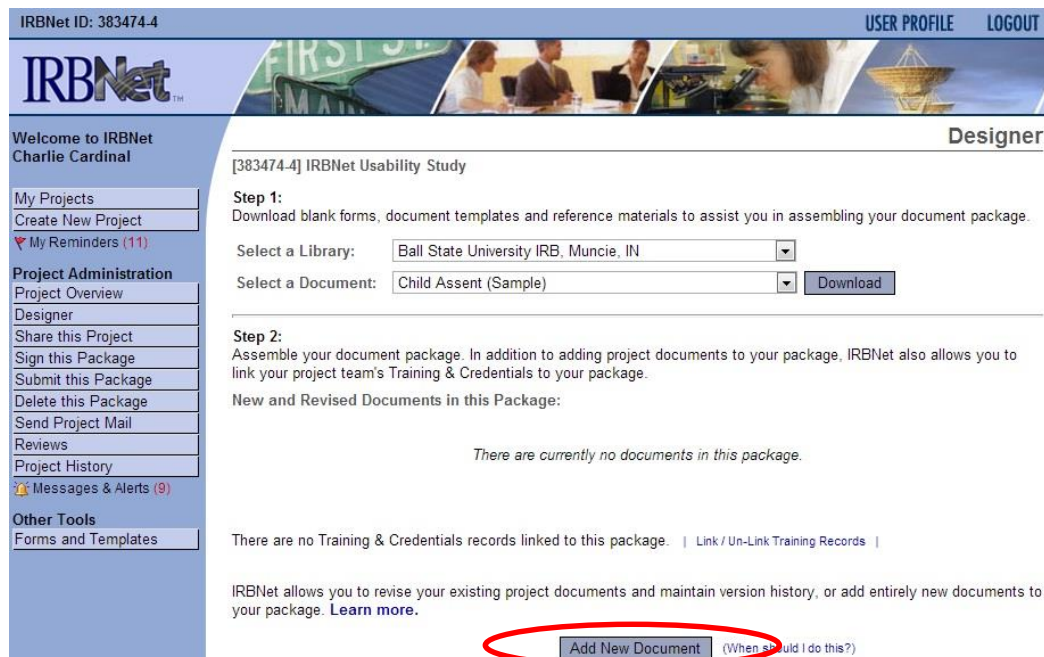
Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
	<b>New Document Package</b>	Work in progress	10/03/2012		
3	Amendment/Modification	Approved	10/01/2012	10/01/2012	10/01/2012
2	Revision	Approved	10/01/2012	10/01/2012	10/01/2012
1	New Project	Modifications Required	10/01/2012	10/01/2012	10/01/2012

4 Packages found, displaying all Packages.

You are currently viewing this package.

7. Fill out and complete the **IRB Continuing Review form**.
  - a. This can be obtained in the Forms and Templates section of IRBNet.
8. If you are making any modifications, you will need to fill out and submit the **Human Subjects Modification Amendments Form** in addition the **Continuing Review Form**. You must also include all necessary documentation (see the *Modifying an Approved Study*, page 24, of this manual for instructions).

9. Click **"Add New Document"** near the middle of the screen.



IRBNet ID: 383474.4 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

**Designer**

[383474.4] IRBNet Usability Study

**Step 1:**  
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. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

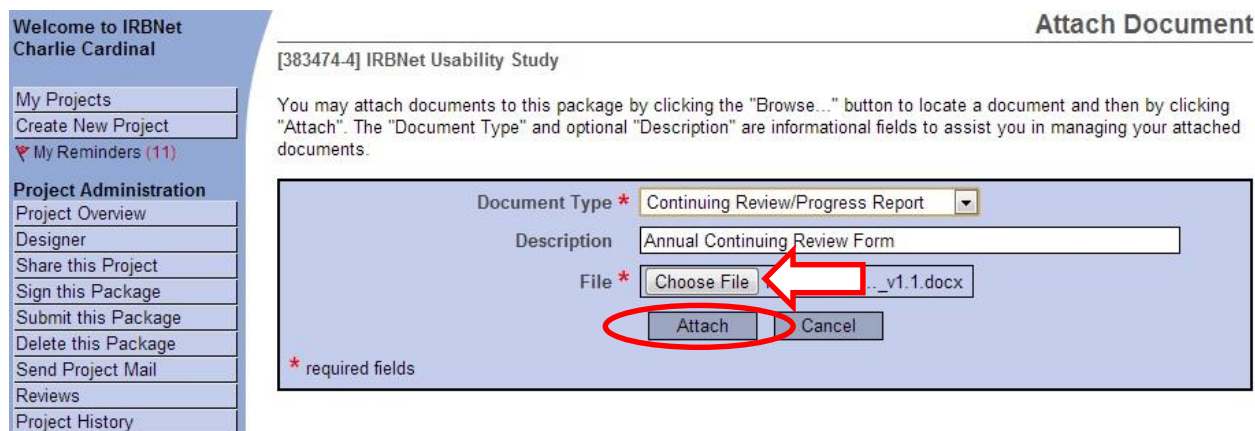
*There are currently no documents in this package.*

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

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

(When should I do this?)

10. In the Document Type box, select the category that best matches the document you are uploading. If you are uploading the IRB Continuing Review Form, select "Continuing Review/Progress Report". If you are uploading supporting documentation, pick the best match, if there is no match, select "Other". Click **"Choose File"** (arrow) to browse your computer for the desired file. Once found, click **"Attach"** to upload the file to your package.



Welcome to IRBNet  
Charlie Cardinal

**Attach Document**

[383474.4] IRBNet Usability Study

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

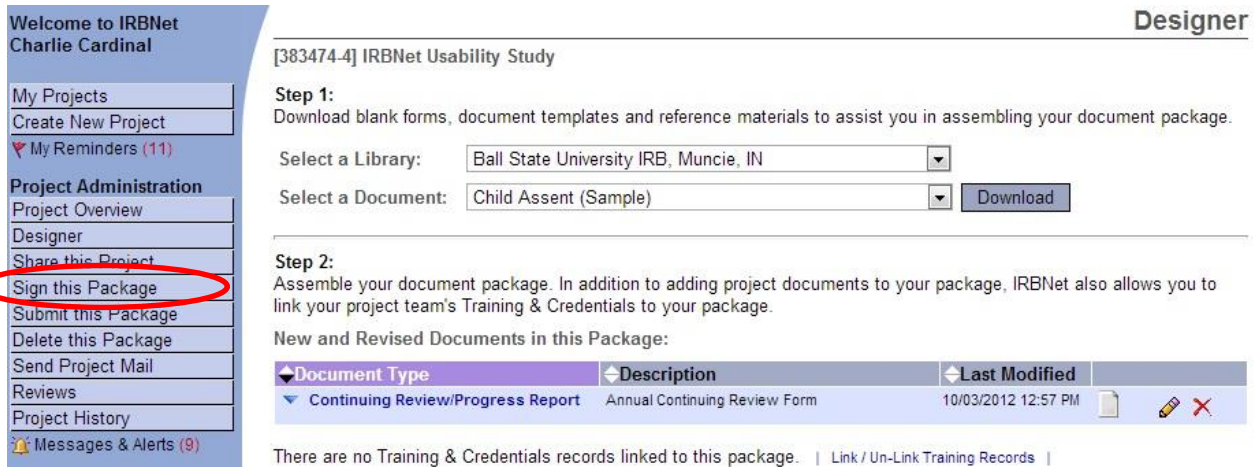
Document Type \*

Description

File \*

\* required fields

11. Repeat steps 9 and 10 for all additional supporting documents until they have been added to your package (if necessary).
12. Click **“Sign this Package”** under the **Project Administration** menu on the left side of the screen.



Welcome to IRBNet  
Charlie Cardinal

**Project Administration**

- My Projects
- Create New Project
- My Reminders (11)
- Project Overview
- Designer
- Share this Project
- Sign this Package**
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts (9)

**Designer**

[383474-4] IRBNet Usability Study

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

Select a Library:

Select a Document:

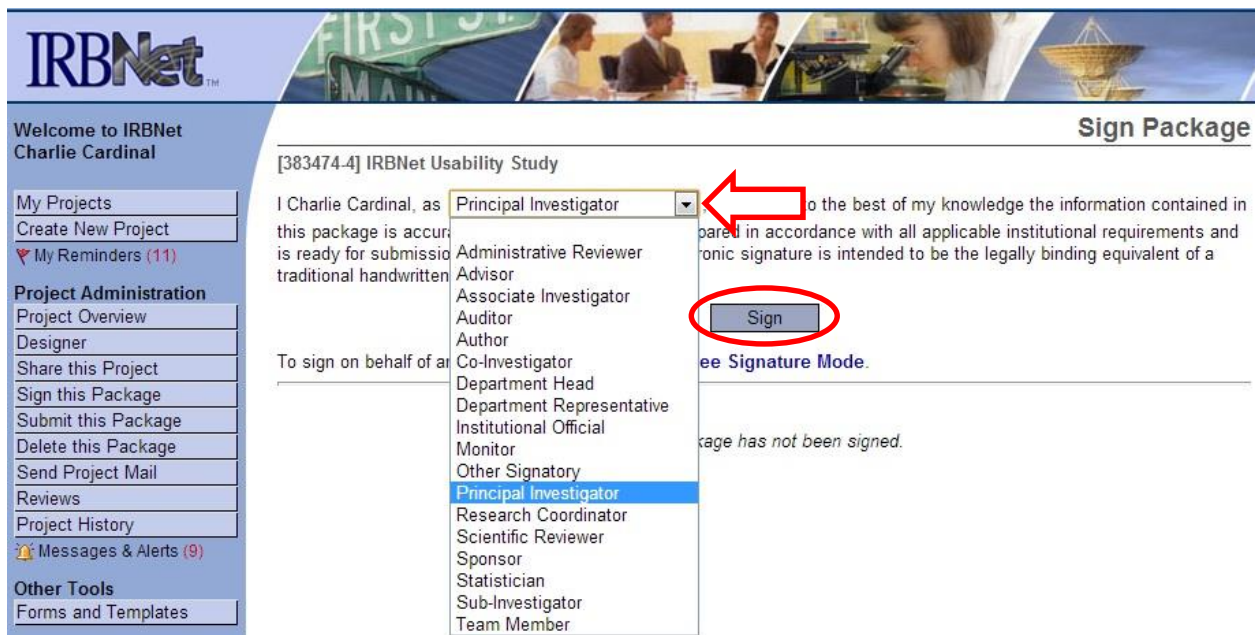
**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified
Continuing Review/Progress Report	Annual Continuing Review Form	10/03/2012 12:57 PM

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

13. Once at the **Sign Package** screen, indicate your **project role** (arrow) and click **“Sign”**. Please note: **If you are a student, your advisor must also sign the package.**



Welcome to IRBNet  
Charlie Cardinal

**Project Administration**

- My Projects
- Create New Project
- My Reminders (11)
- Project Overview
- Designer
- Share this Project
- Sign this Package**
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts (9)

**Sign Package**

[383474-4] IRBNet Usability Study

I, Charlie Cardinal, as  to the best of my knowledge the information contained in this package is accurate and complete. I am signing in accordance with all applicable institutional requirements and this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

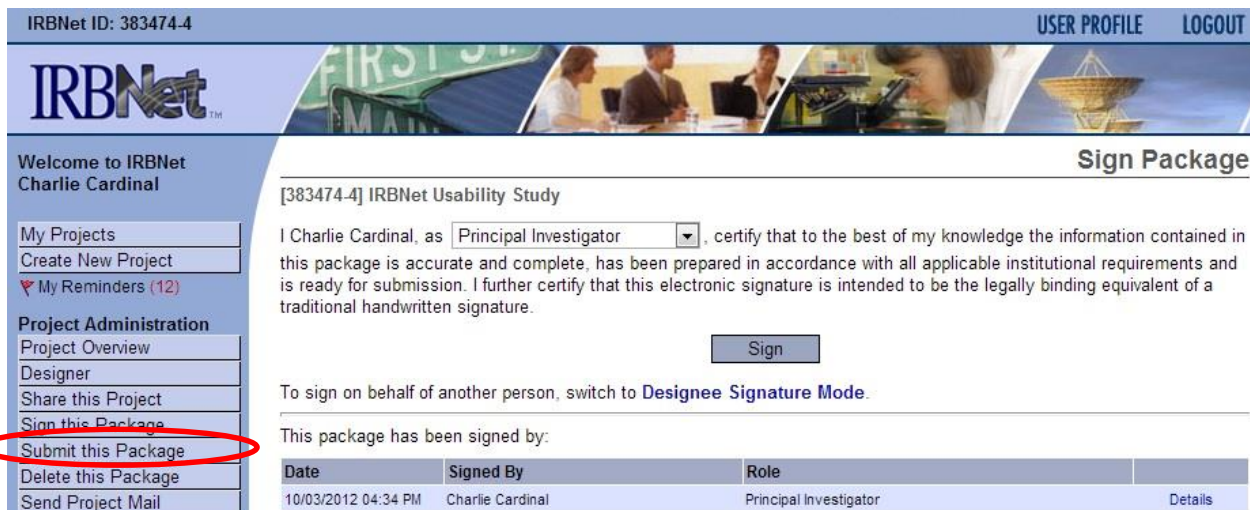
To sign on behalf of:

- Administrative Reviewer
- Advisor
- Associate Investigator
- Auditor
- Author
- Co-Investigator
- Department Head
- Department Representative
- Institutional Official
- Monitor
- Other Signatory
- Principal Investigator**
- Research Coordinator
- Scientific Reviewer
- Sponsor
- Statistician
- Sub-Investigator
- Team Member

See Signature Mode.

Package has not been signed.

14. Your Annual Continuing Review is now ready to submit, click **“Submit this Package”** under the **Project Administration** menu.



IRBNet ID: 383474-4 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

**Project Administration**

- My Projects
- Create New Project
- My Reminders (12)
- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package**
- Delete this Package
- Send Project Mail

**Sign Package**

[383474-4] IRBNet Usability Study

I Charlie Cardinal, as Principal Investigator, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

Sign

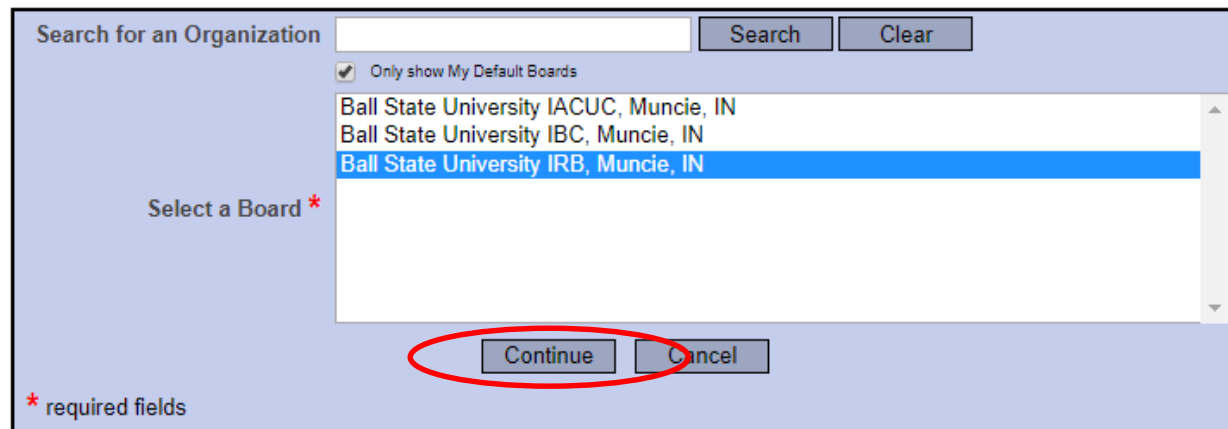
To sign on behalf of another person, switch to **Designee Signature Mode**.

This package has been signed by:

Date	Signed By	Role	
10/03/2012 04:34 PM	Charlie Cardinal	Principal Investigator	<a href="#">Details</a>

15. Search for and select the proper review body at Ball State University (IRB, IACUC, IBC) and click **“Continue”**.

Please select a Board:



**Search for an Organization**

Search Clear

☒ Only show My Default Boards

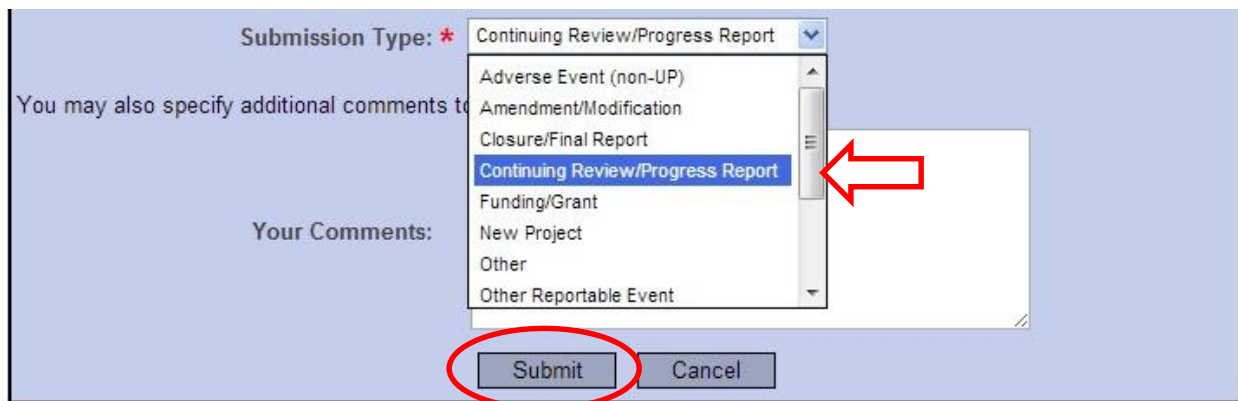
- Ball State University IACUC, Muncie, IN
- Ball State University IBC, Muncie, IN
- Ball State University IRB, Muncie, IN**

Select a Board \*

Continue Cancel

\* required fields

16. Select **“Continuing Review/Progress Report”** for **Submission Type** (arrow), and then click **“Submit”**.



The screenshot shows a web form for submission. The 'Submission Type' dropdown menu is open, displaying a list of options: Adverse Event (non-UP), Amendment/Modification, Closure/Final Report, Continuing Review/Progress Report (highlighted with a blue bar and a red arrow), Funding/Grant, New Project, Other, and Other Reportable Event. Below the dropdown, the 'Your Comments:' text area is visible. At the bottom of the form, the 'Submit' button is circled in red, and the 'Cancel' button is next to it.

## 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](http://www.irbnet.org) with your username and password.
2. Select **"My Projects"** on the left side of the screen.



USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
Charlie Cardinal

**My Projects**

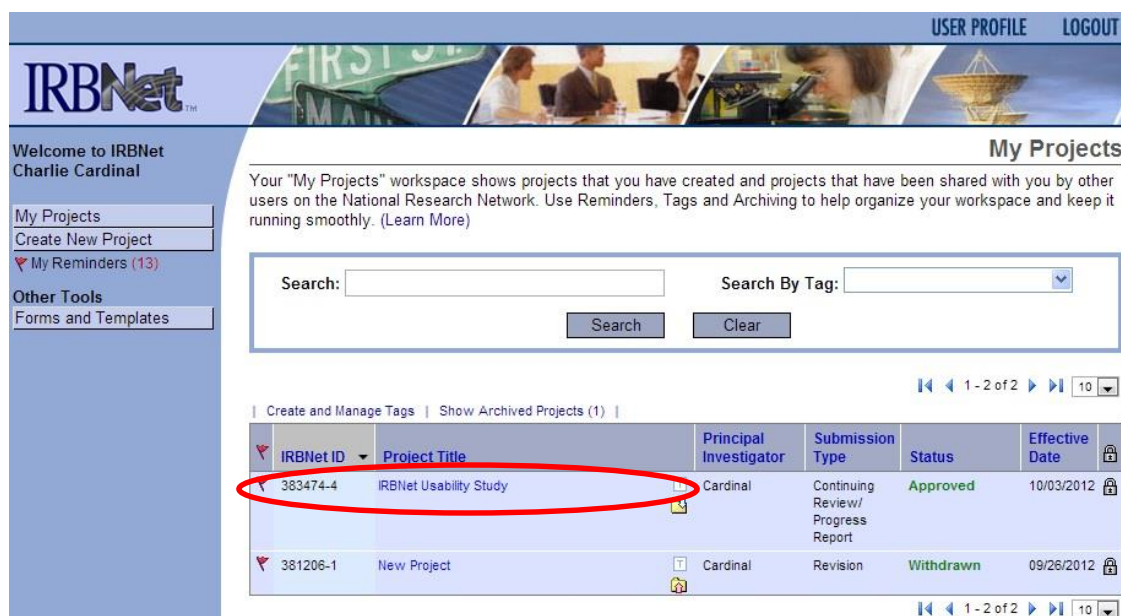
Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:  Search By Tag:

Search Clear

1 - 2 of 2 10

3. Select the project for which you want to submit an adverse event.



USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
Charlie Cardinal

**My Projects**

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

Search:  Search By Tag:

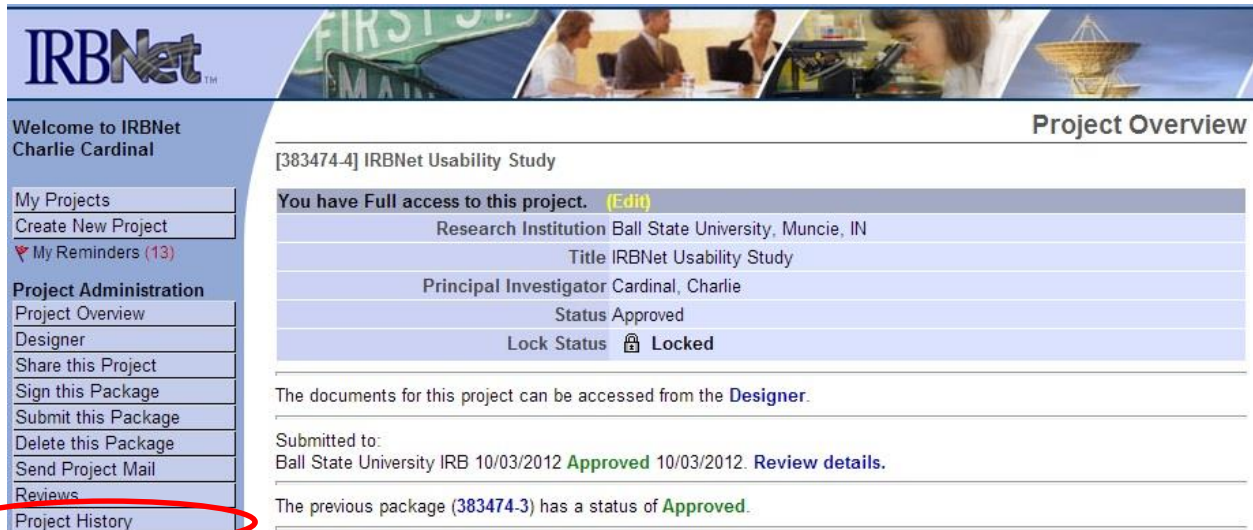
Search Clear

1 - 2 of 2 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
383474-4	IRBNet Usability Study	Cardinal	Continuing Review/ Progress Report	Approved	10/03/2012
381206-1	New Project	Cardinal	Revision	Withdrawn	09/26/2012

1 - 2 of 2 10

4. Select **“Project History”** under the **Project Administration** menu.



The screenshot shows the IRBNet interface. On the left is a navigation menu with 'Project History' circled in red. The main content area is titled 'Project Overview' and shows details for project [383474-4] IRBNet Usability Study. It lists the research institution as Ball State University, the title as IRBNet Usability Study, the principal investigator as Charlie Cardinal, and the status as Approved. The lock status is 'Locked'. Below this, it states that documents can be accessed from the Designer and provides submission details: Submitted to: Ball State University IRB 10/03/2012, Approved 10/03/2012, with a link to review details. It also notes that the previous package (383474-3) has a status of Approved.

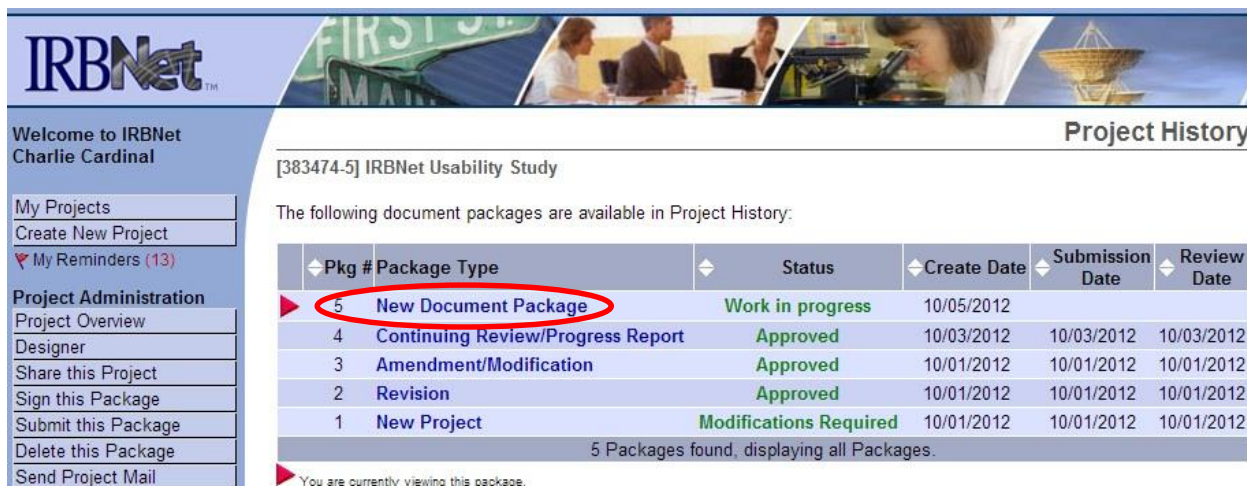
5. Click **“Create New Package”** at the bottom of the page.



The screenshot shows the IRBNet interface with the 'Project History' page selected. The left navigation menu has 'Project History' circled in red. The main content area is titled 'Project History' and shows a table of document packages for project [383474-4] IRBNet Usability Study. The table lists four packages: Continuing Review/Progress Report (Approved), Amendment/Modification (Approved), Revision (Approved), and New Project (Modifications Required). Below the table, it states '4 Packages found, displaying all Packages.' At the bottom of the page, the 'Create New Package' button is circled in red.

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
4	Continuing Review/Progress Report	Approved	10/03/2012	10/03/2012	10/03/2012
3	Amendment/Modification	Approved	10/01/2012	10/01/2012	10/01/2012
2	Revision	Approved	10/01/2012	10/01/2012	10/01/2012
1	New Project	Modifications Required	10/01/2012	10/01/2012	10/01/2012

6. “New Document Package” will appear, click this to be taken to the **Designer** page.



Welcome to IRBNet  
Charlie Cardinal

**Project History**

[383474-5] IRBNet Usability Study

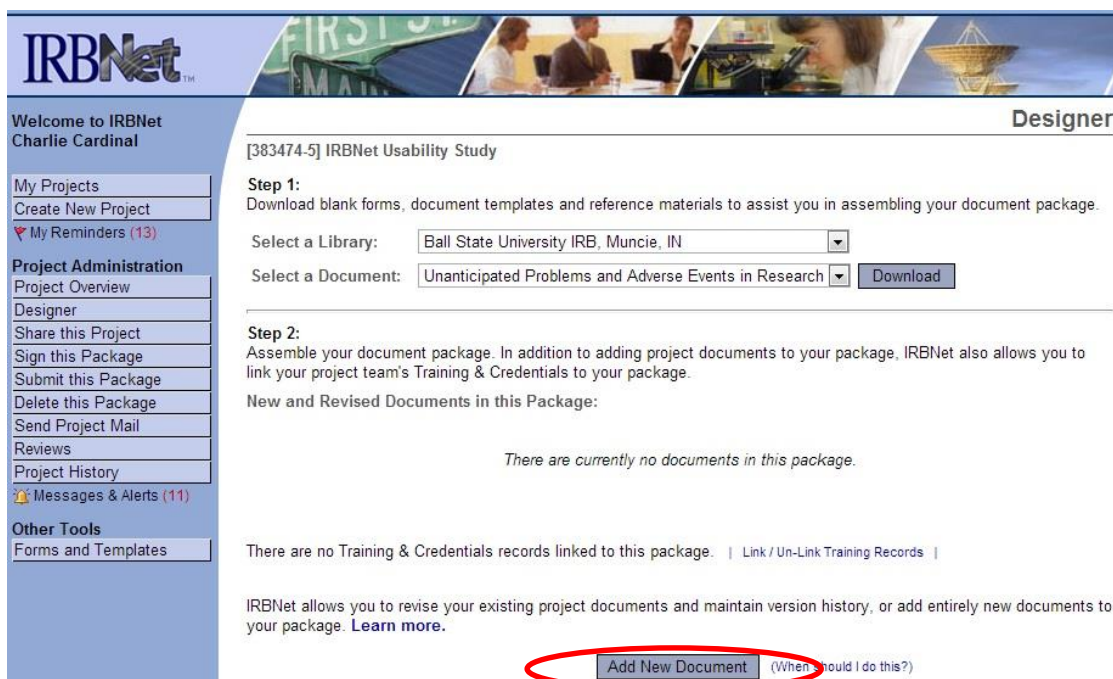
The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
5	New Document Package	Work in progress	10/05/2012		
4	Continuing Review/Progress Report	Approved	10/03/2012	10/03/2012	10/03/2012
3	Amendment/Modification	Approved	10/01/2012	10/01/2012	10/01/2012
2	Revision	Approved	10/01/2012	10/01/2012	10/01/2012
1	New Project	Modifications Required	10/01/2012	10/01/2012	10/01/2012

5 Packages found, displaying all Packages.

You are currently viewing this package.

7. Fill out and complete the IRB Adverse Event form.
  - a. This can be obtained in the Forms and Templates section of IRBNet.
8. Click “Add New Document” near the middle of the screen.



Welcome to IRBNet  
Charlie Cardinal

**Designer**

[383474-5] IRBNet Usability Study

**Step 1:**  
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. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

*There are currently no documents in this package.*

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

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

(When should I do this?)

- In the Document Type box, select the category the bests matches the document you are uploading. If this is an **adverse event or serious adverse event** select “**Adverse Event Report**”. If this is an **Unanticipated Problem** select “**Unanticipated Problem Report**”. Click “**Choose File**” (arrow) to browse your computer for the desired file. Once found, click “**Attach**” to upload the file to your package.

Welcome to IRBNet  
Charlie Cardinal

My Projects

Create New Project

My Reminders (13)

**Project Administration**

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

### Attach Document

[383474-5] IRBNet Usability Study

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type \* Adverse Event Report

Description Adverse Event Report

File \* Choose File arch\_v1.doc

Attach
Cancel

\* required fields

- Click “**Sign this Package**” under the **Project Administration** menu on the left side of the screen.

Welcome to IRBNet  
Charlie Cardinal

My Projects

Create New Project

My Reminders (13)

**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 (11)

### Designer

[383474-5] IRBNet Usability Study




**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: Child Assent (Sample) Download

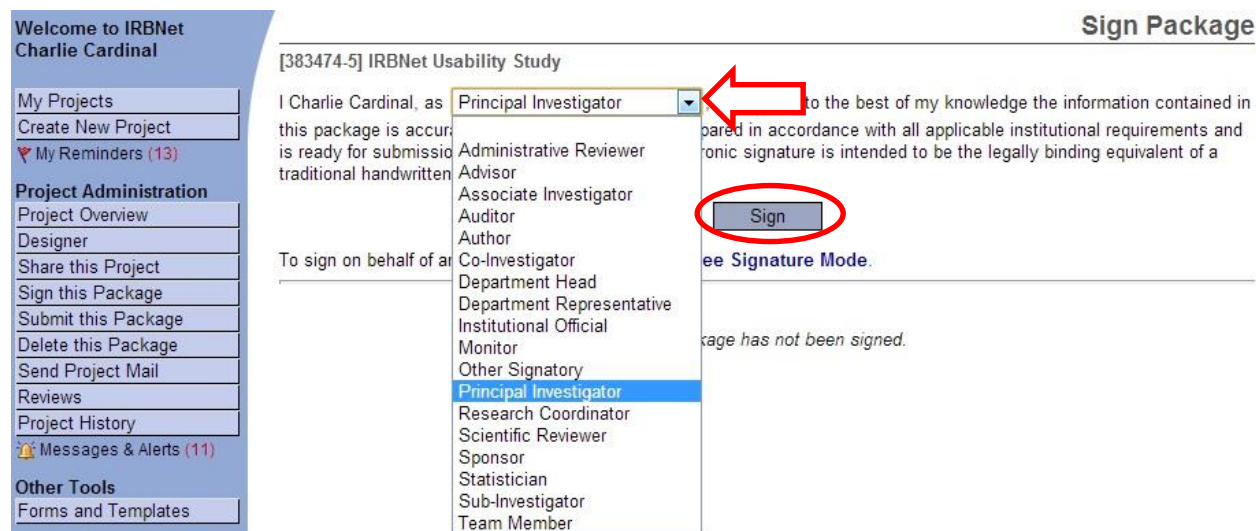
**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Adverse Event Report	Adverse Event Report	10/05/2012 04:30 PM	  

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

11. Once at the **Sign Package** screen, indicate your **project role** (arrow) and click **“Sign”**. Please note: **If you are a student, your faculty advisor must also sign this package.**



Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (13)

**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 (11)

**Other Tools**  
Forms and Templates

[383474-5] IRBNet Usability Study

I Charlie Cardinal, as **Principal Investigator**, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to **Designee Signature Mode**.

**Sign**

Package has not been signed.

12. Your Adverse Event form is now ready to submit, click **“Submit this Package”** under the **Project Administration** menu.



Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (14)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
**Submit this Package**  
Delete this Package  
Send Project Mail

[383474-5] IRBNet Usability Study

I Charlie Cardinal, as **Principal Investigator**, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

**Sign**

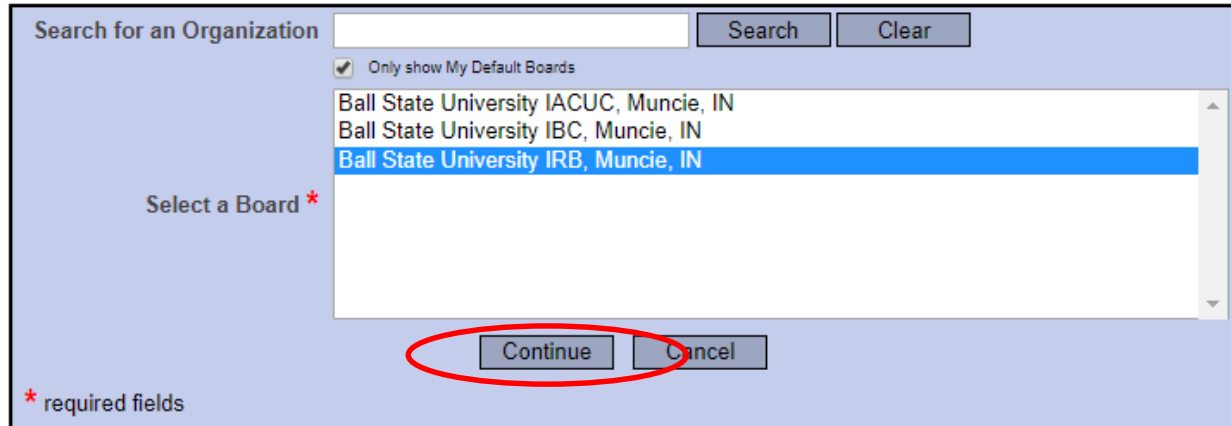
To sign on behalf of another person, switch to **Designee Signature Mode**.

This package has been signed by:

Date	Signed By	Role	
10/05/2012 04:33 PM	Charlie Cardinal	Principal Investigator	<a href="#">Details</a>

13. Search for and select the proper review body at Ball State University (IRB, IACUC, IBC) and click **“Continue”**.

Please select a Board:



Search for an Organization  Search Clear

☒ Only show My Default Boards

Select a Board \*

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

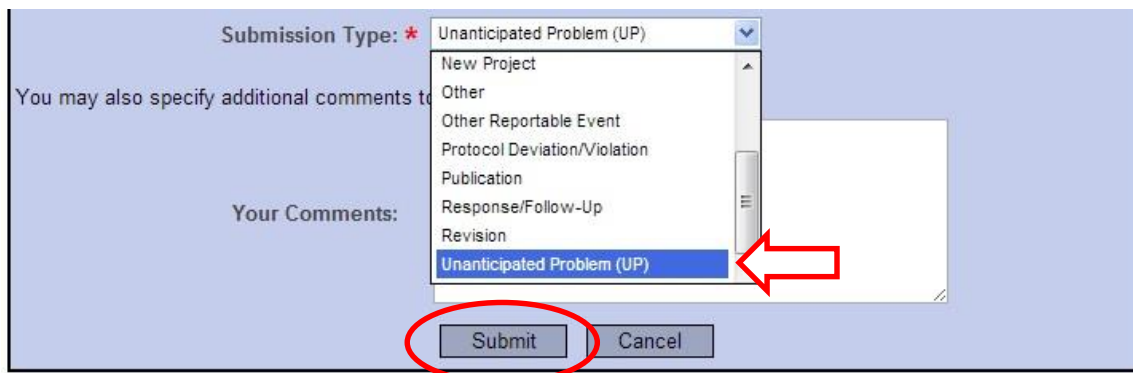
Continue Cancel

\* required fields

**UNANTICIPATED PROBLEM SUBMISSION SEE STEP 14**

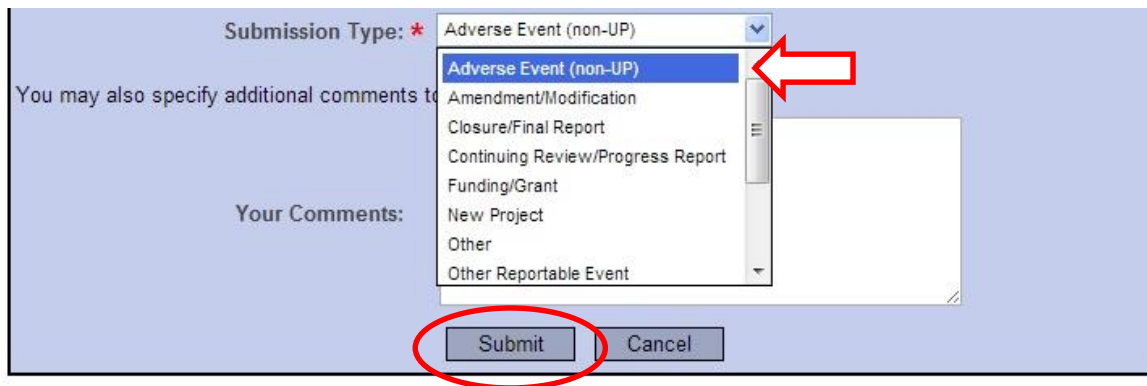
**SERIOUS ADVERSE EVENT AND ADVERSE EVENT SUBMISSION SEE STEP 15**

14. Select **“Unanticipated Problem (UP)”** for **Submission Type** (arrow), and then click **“Submit”**. (ORI must be contacted within 5 days of the unanticipated problem.)



The screenshot shows a web form with a light blue background. At the top left is the Ball State University logo. Below it, the text "You may also specify additional comments to" is partially visible. The main form area has a label "Submission Type: \*" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "New Project", "Other", "Other Reportable Event", "Protocol Deviation/Violation", "Publication", "Response/Follow-Up", "Revision", and "Unanticipated Problem (UP)". A red arrow points to the "Unanticipated Problem (UP)" option, which is highlighted in blue. Below the dropdown menu is a text area labeled "Your Comments:". At the bottom of the form are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red.

15. Select **“Adverse Event (non-UP)”** for **Submission Type** (arrow), and then click **“Submit”**. (ORI must be contacted within 24 hours of the unanticipated problem.)

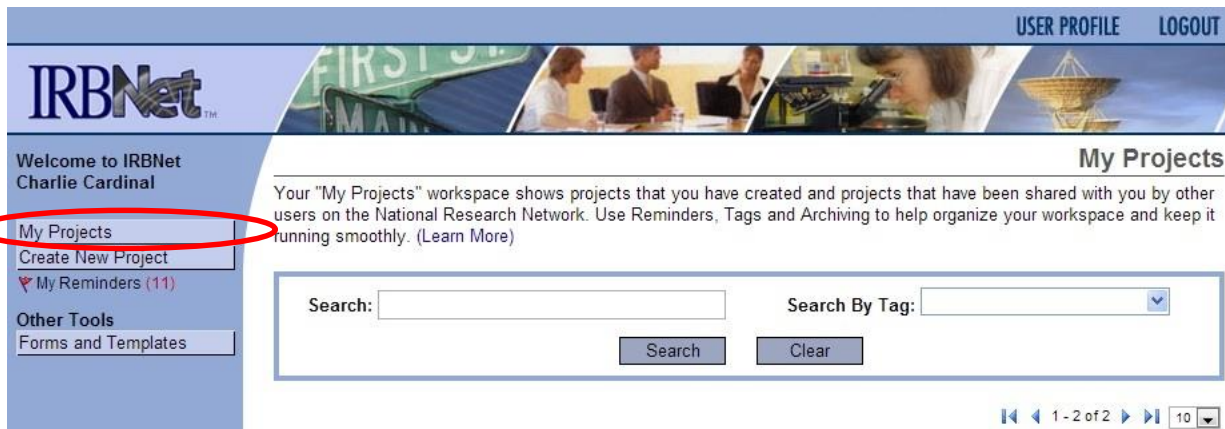


The screenshot shows the same web form as in step 14. The "Submission Type: \*" dropdown menu is open, showing a list of options: "Adverse Event (non-UP)", "Amendment/Modification", "Closure/Final Report", "Continuing Review/Progress Report", "Funding/Grant", "New Project", "Other", and "Other Reportable Event". A red arrow points to the "Adverse Event (non-UP)" option, which is highlighted in blue. Below the dropdown menu is a text area labeled "Your Comments:". At the bottom of the form are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red.

## 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.

1. Login to [www.irbnet.org](http://www.irbnet.org) with your username and password.
2. Select **"My Projects"** on the left side of the screen.



USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

**My Projects**

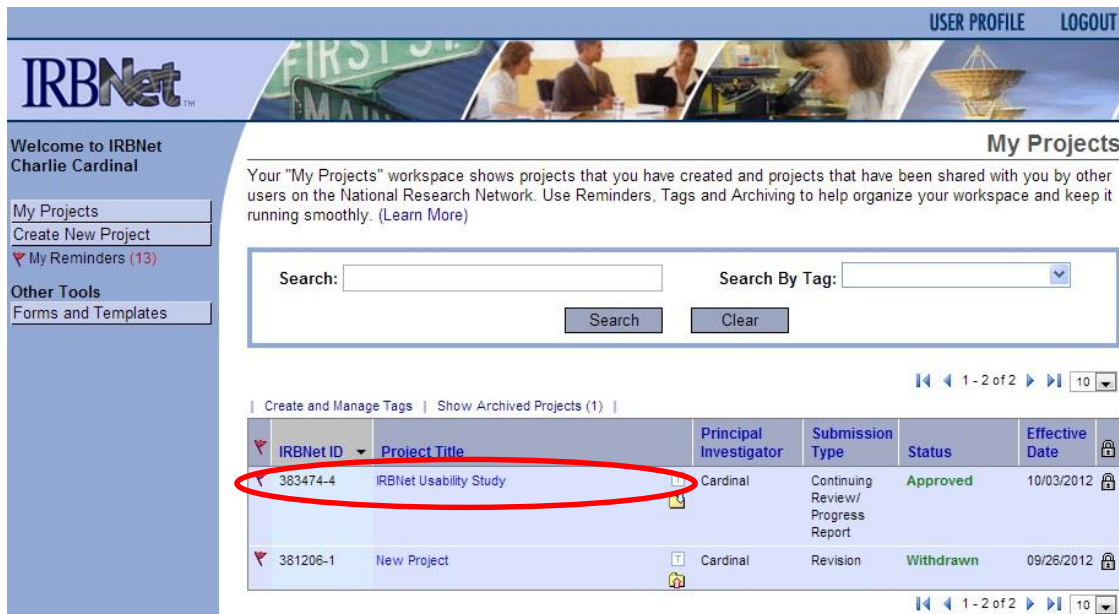
Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:  Search By Tag:

Search Clear

1 - 2 of 2 10

3. Select the project for which you want to submit a Final Report.



USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Charlie Cardinal

**My Projects**

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

Search:  Search By Tag:

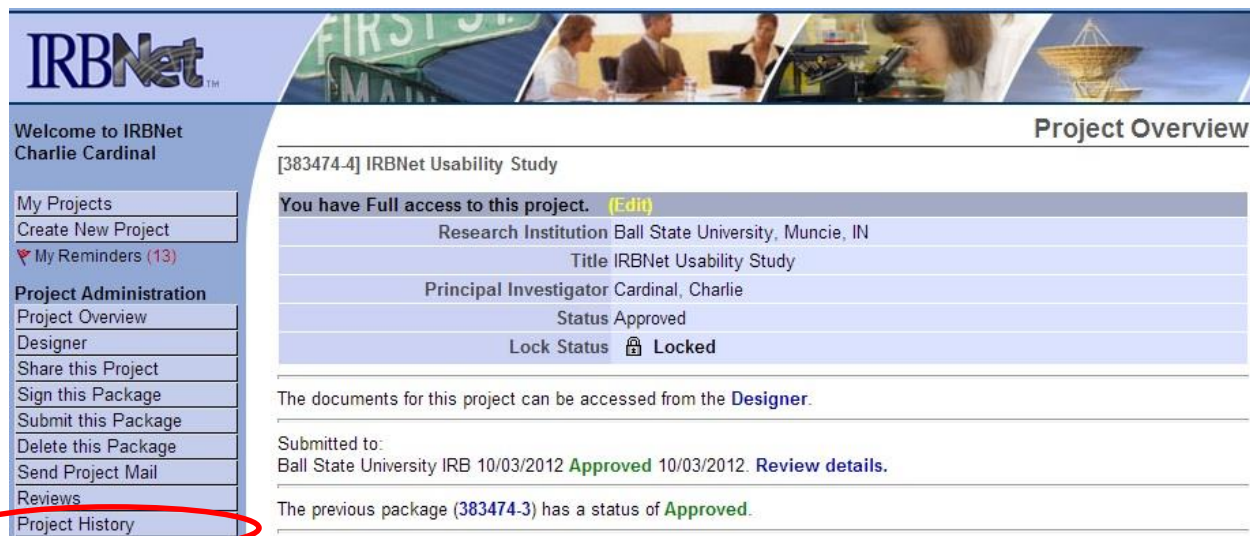
Search Clear

1 - 2 of 2 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
383474-4	IRBNet Usability Study	Cardinal	Continuing Review/ Progress Report	Approved	10/03/2012
381206-1	New Project	Cardinal	Revision	Withdrawn	09/26/2012

1 - 2 of 2 10

4. Select **“Project History”** under the **Project Administration** menu.



Welcome to IRBNet  
Charlie Cardinal

**Project Administration**

- My Projects
- Create New Project
- My Reminders (13)
- Project Administration**
  - Project Overview
  - Designer
  - Share this Project
  - Sign this Package
  - Submit this Package
  - Delete this Package
  - Send Project Mail
  - Reviews
  - Project History**

**Project Overview**

[383474.4] IRBNet Usability Study

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

Research Institution	Ball State University, Muncie, IN
Title	IRBNet Usability Study
Principal Investigator	Cardinal, Charlie
Status	Approved
Lock Status	Locked

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

Submitted to:  
Ball State University IRB 10/03/2012 **Approved** 10/03/2012 [Review details](#).

The previous package (383474.3) has a status of **Approved**.

5. Click **“Create New Package”** at the bottom of the page.



Welcome to IRBNet  
Charlie Cardinal

**Project Administration**

- My Projects
- Create New Project
- My Reminders (13)
- Project Administration**
  - Project Overview
  - Designer
  - Share this Project
  - Sign this Package
  - Submit this Package
  - Delete this Package
  - Send Project Mail
  - Reviews
  - Project History

**Project History**

[383474.4] IRBNet Usability Study

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
4	Continuing Review/Progress Report	Approved	10/03/2012	10/03/2012	10/03/2012
3	Amendment/Modification	Approved	10/01/2012	10/01/2012	10/01/2012
2	Revision	Approved	10/01/2012	10/01/2012	10/01/2012
1	New Project	Modifications Required	10/01/2012	10/01/2012	10/01/2012

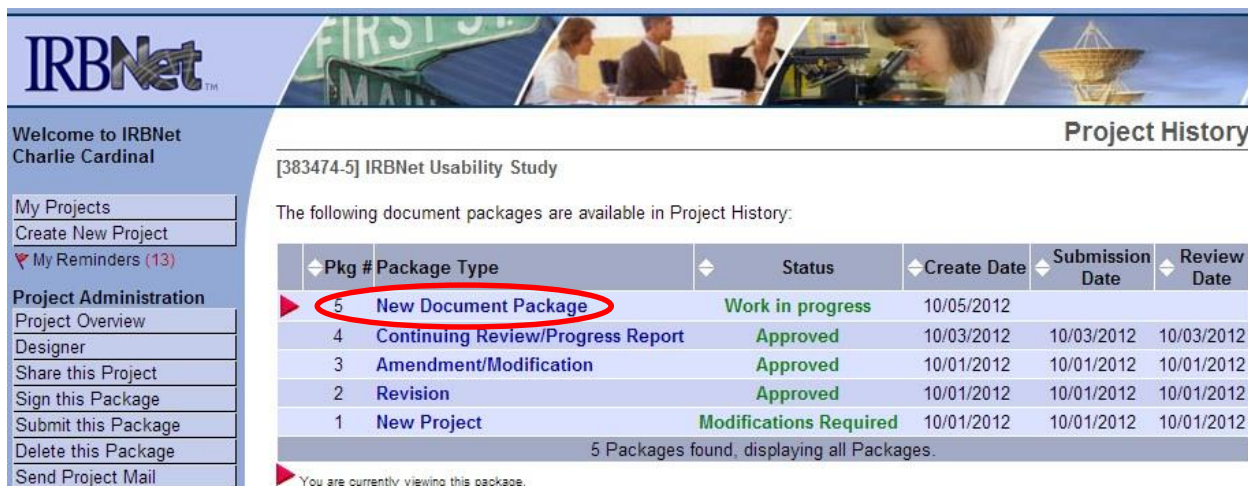
4 Packages found, displaying all Packages.

You are currently viewing this package.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

[Create New Package](#)

6. “New Document Package” will appear, click this to be taken to the **Designer** page.



Welcome to IRBNet  
Charlie Cardinal

**Project History**

[383474-5] IRBNet Usability Study

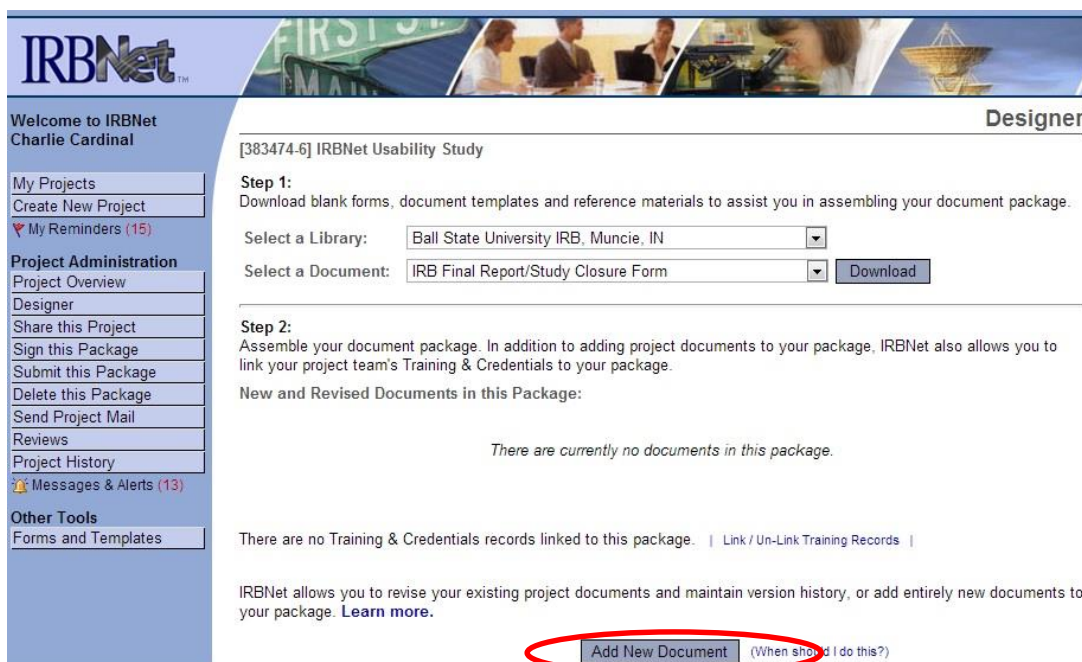
The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
5	New Document Package	Work in progress	10/05/2012		
4	Continuing Review/Progress Report	Approved	10/03/2012	10/03/2012	10/03/2012
3	Amendment/Modification	Approved	10/01/2012	10/01/2012	10/01/2012
2	Revision	Approved	10/01/2012	10/01/2012	10/01/2012
1	New Project	Modifications Required	10/01/2012	10/01/2012	10/01/2012

5 Packages found, displaying all Packages.

You are currently viewing this package.

7. Fill out and complete the IRB Final Report form.
  - b. This can be found in the Forms and Templates section of IRBNet.
8. Click “Add New Document” near the middle of the screen.



Welcome to IRBNet  
Charlie Cardinal

**Designer**

[383474-6] IRBNet Usability Study

**Step 1:**  
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. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

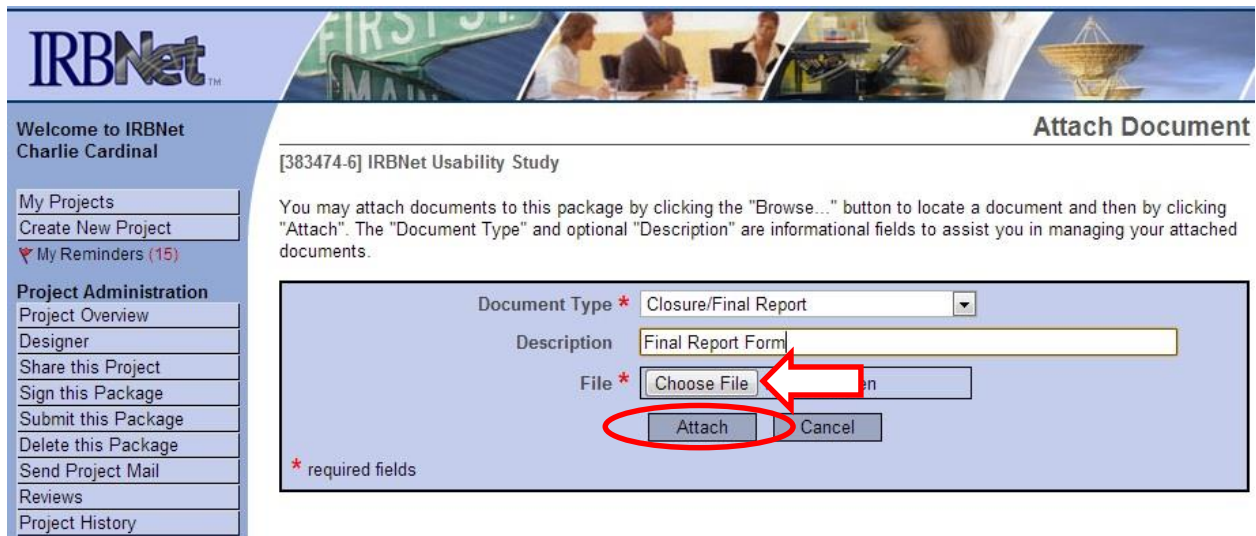
*There are currently no documents in this package.*

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

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

(When should I do this?)

9. In the Document Type box, select the category the best matches the document you are uploading. If you are uploading the IRB Final Report, select "Closure/Final Report". Click **"Choose File"** (arrow) to browse your computer for the desired file. Once found, click **"Attach"** to upload the file to your package.



Welcome to IRBNet  
Charlie Cardinal

**Attach Document**

[383474-6] IRBNet Usability Study

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type \* Closure/Final Report

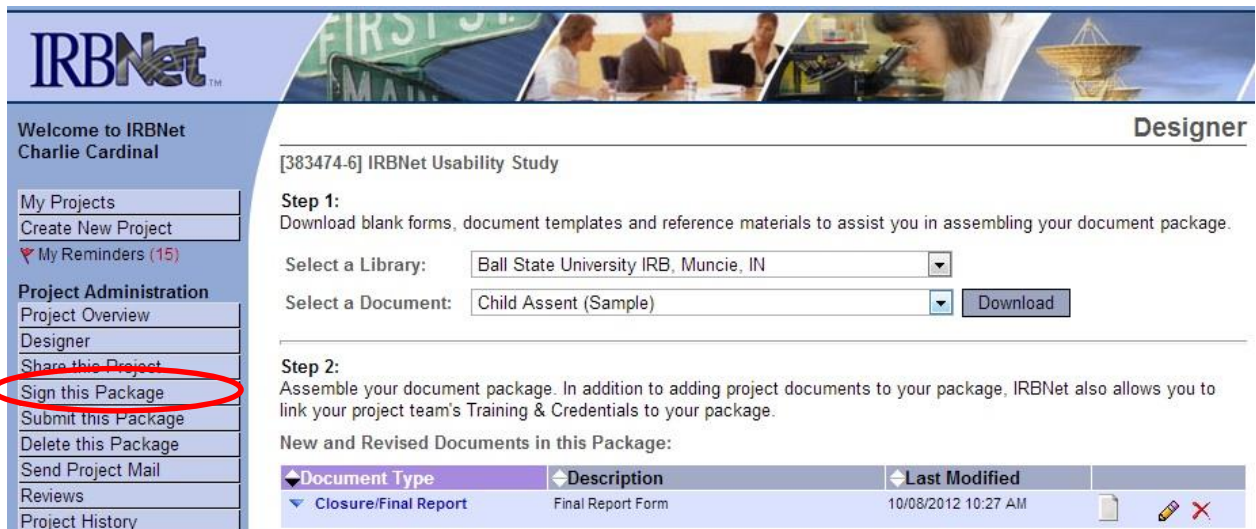
Description Final Report Form

File \* Choose File

Attach Cancel

\* required fields

10. Click **"Sign this Package"** under the **Project Administration** menu on the left side of the screen.



Welcome to IRBNet  
Charlie Cardinal

**Designer**

[383474-6] IRBNet Usability Study

**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

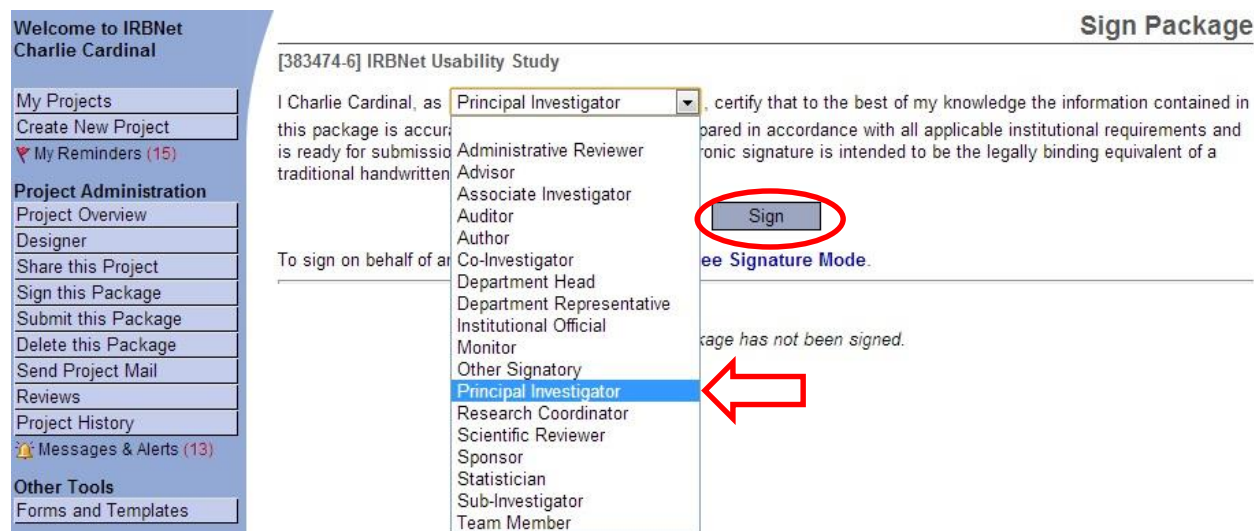
Select a Document: Child Assent (Sample) Download

**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:

Document Type	Description	Last Modified
Closure/Final Report	Final Report Form	10/08/2012 10:27 AM

11. Once at the **Sign Package** screen, indicate your **project role** (arrow) and click **“Sign”**. Please note: **If you are a student, your faculty advisor must also sign this project.**



Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (15)

**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 (13)

**Other Tools**  
Forms and Templates

[383474-6] IRBNet Usability Study

I Charlie Cardinal, as **Principal Investigator**, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to **Designee Signature Mode**.

**Sign**

This package has not been signed.

Principal Investigator  
Administrative Reviewer  
Advisor  
Associate Investigator  
Auditor  
Author  
Co-Investigator  
Department Head  
Department Representative  
Institutional Official  
Monitor  
Other Signatory  
**Principal Investigator**  
Research Coordinator  
Scientific Reviewer  
Sponsor  
Statistician  
Sub-Investigator  
Team Member

12. Your Final Report/ Study Closure form is now ready to submit, click **“Submit this Package”** under the **Project Administration** menu.



Welcome to IRBNet  
Charlie Cardinal

My Projects  
Create New Project  
My Reminders (16)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
**Submit this Package**  
Delete this Package  
Send Project Mail  
Reviews  
Project History

[383474-6] IRBNet Usability Study

I Charlie Cardinal, as **Principal Investigator**, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

**Sign**

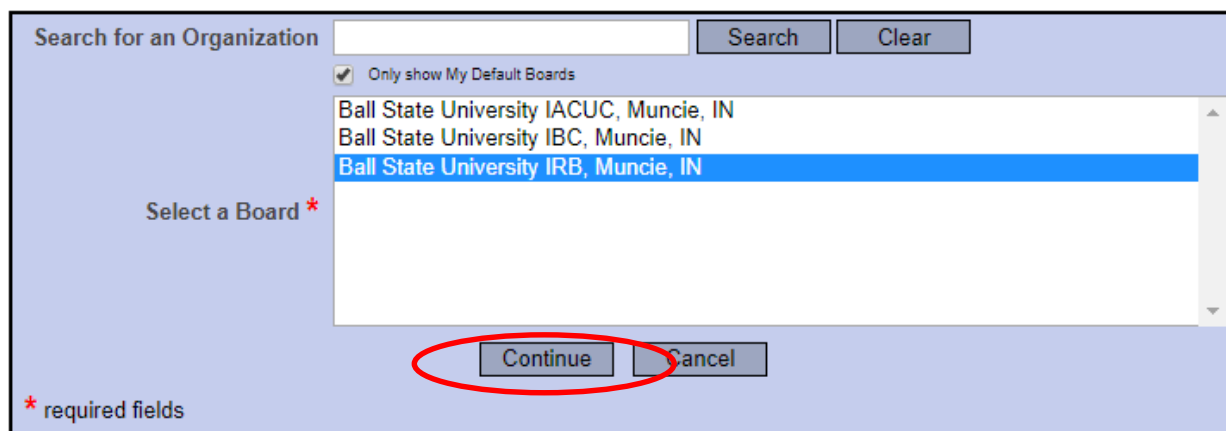
To sign on behalf of another person, switch to **Designee Signature Mode**.

This package has been signed by:

Date	Signed By	Role	
10/08/2012 10:30 AM	Charlie Cardinal	Principal Investigator	<a href="#">Details</a>

13. Search for and select the proper review body at Ball State University (IRB, IACUC, IBC) and click **“Continue”**.

Please select a Board:



14. Select **“Closure/Final Report”** for **Submission Type** (arrow), and then click **“Submit”**.

