



## THE UNIVERSITY OF TEXAS AT EL PASO

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### QUICK GUIDE:

How to create a new package in IRBNet for:  
*Amendment Requests, Continuing Review,  
& Biennial Verification.*

### IRB Administrator

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# NEW PACKAGE OR NEW PROJECT?

## **Create a new package IF:**

You will be amending or submitting a continuation request or biennial verification for a previously reviewed and approved or exempt study.

## **Create a new project IF:**

You are submitting new study documents for a new project that has **NOT** been previously reviewed or approved.

**Consider the three P's (Purpose, Population and Procedures) for previously reviewed studies with a current determination.**

**If 1/3 are being revised, an amendment may be sufficient.**

**If 2/3 are being revised, please contact the IRB office for guidance.**

**If 3/3 are being revised, this may require submission of a new project.**

# REMINDER

If in doubt, please contact the IRB office for guidance at [irb.orsp@utep.edu](mailto:irb.orsp@utep.edu)

Please **DO NOT** create a new package with revised study documents for *new projects* that are undergoing IRB review for the *first time*.

If your submission is locked, please contact us.

**Creating subsequent packages for new projects pending review and determination for the *first time* may delay the review process.**

# HOW TO CREATE A NEW PACKAGE



Navigation: << 1 - 7 of 7 >> 10

Actions: Create and Manage Tags | Show Archived Projects (0) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
1604195-1	Testing 1 2 3		Work in progress (Not submitted)		

An orange arrow labeled '2' points to the 'Testing 1 2 3' project title in the table.

**STEP 1.**  
Select “My Projects.”

**STEP 2.**  
Select the project needing a subsequent package.



[1604195] Testing 1 2 3

Package: 1604195-1 Work in progress (Not submitted)

Click to add a package description or notes.

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[1604195] Testing 1 2 3

Package: 1604195-1 Work in progress (Not submitted)

Click to add a package description or notes.

Step 1:

Download bla

1604195-1  
Work in progress (Not submitted)

All Documents

Select a Libr

Select a Doc

Create a New Package

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Hide Form Libraries |  
reference materials to assist you in assembling your document package.

so IRB, El Paso, TX

Download

### Welcome to IRBNet

Submission Manager

Agendas and Minutes

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

## STEP 3.

Access

“Designer.”

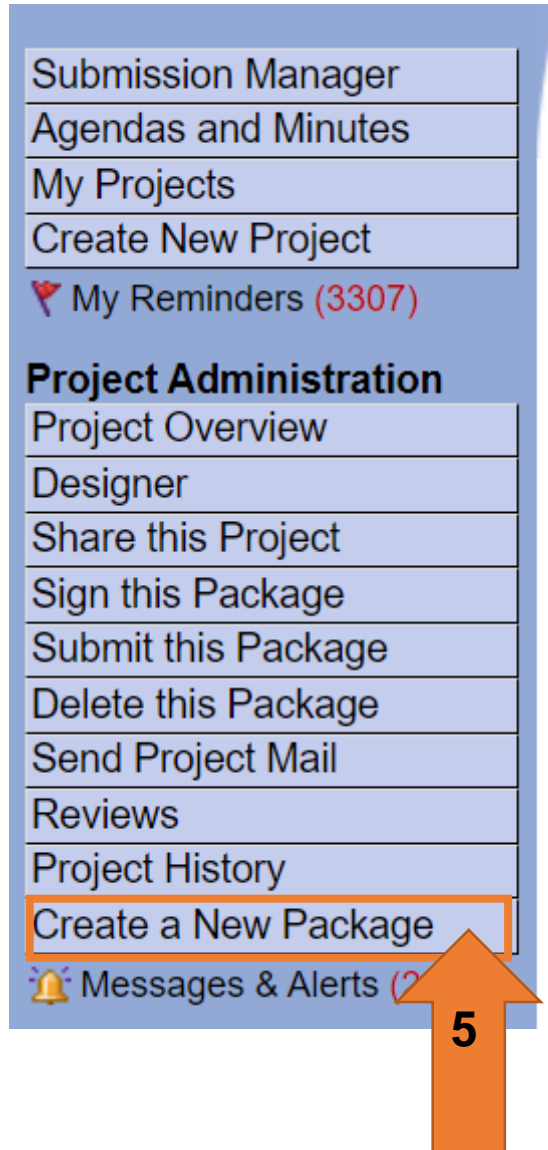
## STEP 4.

Select the blue arrow.

## STEP 5.1

Select, “Create a new package”.

# ALTERNATIVELY




For previously reviewed studies with a current approved or exempt determination.

## STEP 5.2

Select, “Create a new package”.

[1604195] Testing 1 2 3

Package: ▼ 1604195-2 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: University of Texas at El Paso IRB, El Paso, TX ▼

Select a Document: Study Protocol 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?)



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**STEP 6.**

The new package –[X] will be 1 number higher than the previous package.

**STEP 7.**

Attach the appropriate request form: amendment request form, continuing review, biennial verification.

**If applicable:** Please ensure all revised study documents are uploaded with revisions in *red, italicized* font.

**NOTE:** The *red italicized* font allows the reviewer to identify the proposed revisions quickly.

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Search for an Organization  Search Clear

Only show My Default Boards

Select a Board \*

- University of Texas at El Paso Affiliation Agreements, El Paso, TX
- University of Texas at El Paso IACUC, El Paso, TX
- University of Texas at El Paso IBC (Recombinant DNA) , El Paso, TX
- University of Texas at El Paso IRB, El Paso, TX
- University of Texas at El Paso Research COI, El Paso, TX

Continue Cancel

\* required fields

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**STEP 8.**  
Select “Submit this Package.”

**STEP 9, 10.**  
Select “University of Texas at El Paso IRB, El Paso, TX” and continue.

**CONGRATS! Your submission is in queue with the IRB.**

