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

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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

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

STEP 1.
Select “My Projects.”

STEP 2.
Select the project needing a subsequent package.
STEP 3. Access “Designer.”

STEP 4. Select the blue arrow.

STEP 5.1 Select, “Create a new package.”
For previously reviewed studies with a current approved or exempt determination.

**STEP 5.2**
Select, “Create a new package”.
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.
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.