IACUC IRBNet Guide

Creating a new package for an a project.
Definitions

- Project = encompasses all applications related to study
- Package = Individual applications (New protocol, amendment, closure, etc…) for the project
- Protocol = Complete description of project/study
- Amendment = application modifying procedures/personnel in protocol
- Closure = Application closing protocol which will not longer continue
Comprehensive Solutions

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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 Dug
Director, Office of Research Integrity
Marshall University

2015 Events - Join Us
Click on My Projects
1. Type Project title or IRBNet ID and search. Page will refresh.

2. After page refreshes, Click on Title.
You have Full access to this project.  (L.dit)

Research Institution: University of Texas at El Paso, El Paso, TX

Title

Principal Investigator

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

Project Status as of: 03/04/2015

<table>
<thead>
<tr>
<th>Reviewing Board</th>
<th>Board Ref#</th>
<th>Initial Approval Date</th>
<th>Project Status</th>
<th>Expiration Date</th>
</tr>
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<tbody>
<tr>
<td>University of Texas at El Paso IACUC, El Paso, TX</td>
<td></td>
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</tbody>
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Submitted To

University of Texas at El Paso IACUC, El Paso, TX

<table>
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<tr>
<th>Submitted Date</th>
<th>Submission Type</th>
<th>Board Ref#</th>
<th>Board Action</th>
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Click on Project History
NOTE: If “Create New Package” is not displayed on your screen, check to see if all other packages are locked.
You have Full access to this project. (Edit)

Research Institution: University of Texas at El Paso, El Paso, TX
Title: Adapting the MP12 Rift Valley Fever Vaccine for Use to Protect Livestock in Africa

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

Project Status as of: 03/04/2015

Package 559105.3 is: Work in progress

Submit Work in progress
1. Download blank forms from Library (IACUC). Save a copy of the document for your records. Note: Forms are Word Documents.

2. Upload/Add completed forms
1. Select document type from drop down (New Project, etc...)
2. Provide a Description (Personnel Amendment – John Smith)
3. Find & Attach file document
4. Page will refresh.
1. Document can be Viewed, Edited or Deleted before signing the package.

2. Add another document (if applicable).

3. Sign Package once all documents have been uploaded.
1. From drop down list select role (Principal Investigator, etc…) and click Sign.
2. Pop up box will appear.
Sign package using IRBNet credentials. Continue. Page will refresh.
Submit package for review.
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:

Select IACUC board

Continue  Cancel
1. Select from drop down list for submission type (Amendment, etc…).
2. Comments are optional.
3. Submit
Congratulations! You have successfully submitted a new package for review.

What’s Next?
IACUC Office will receive a notice of uploaded document and will process the submission in a timely manner. If you need to submit revisions to a package please view and follow PDF titled “Upload revisions to a package”.
QUESTIONS?
CONTACT THE IACUC OFFICE
PHONE : 915-747-7913
EMAIL : iacuc@utep.edu