IACUC IRBNet Guide

Creating a new package for 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

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"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 Dey
Director, Office of Research Integrity
Marshall University

Next
Click on My Projects
1. Type Project title or IRBNet ID and search. Page will refresh

2. After page refreshes, Click on Title
NOTE: If "Create New Package" is not displayed on your screen, check to see if all other packages are locked.

Click Create New Package
Click Work in progress
2. If you do NOT have a any form, download blank forms from the IACUC Library. Save a copy of the document for your records. Note: Forms are Word Documents.

OR

1. If you have a completed form. 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.
Select IACUC board
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 : 915-747-6056
EMAIL : iacuc@utep.edu