IACUC IRBNet Guide

Upload revisions to an existing package
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. 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.

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 →
Click on My Projects
Search for Project by title or IRBNet ID.

Click on Title
Click on Project History
NOTE: Check to see if package is unlocked. Locked packages will not allow you to upload revised documents.

Click on the Submission type you wish to upload a revised document.
NOTE: Check to see if package is unlocked. Locked packages will not allow you to upload revised documents.

1. Revisions addressing Admin/AV/Committee comments **MUST** be uploaded as new document. Revisions on document **MUST** be in **RED** font.

2. To edit a document that has not been reviewed by Admin/AV/Committee, click on the Pencil icon and upload new document.
1. Make sure to select same Document type as original package. For Description name, indicate the revised document with a new version number (e.g. Personnel Amendment – John Smith V2)
2. Find & Attach file document
3. Page will refresh.
Revised document is added

Lock package by Marking Revisions Complete. Page will refresh.

After page refreshes, Sign this package

1

2

3
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.
Congratulations!! You have successfully uploaded revisions to a package. You may log-out of IRBNet or continue with another project.

What's Next?
Revisions will be reviewed and processed in a timely manner by the IACUC.
QUESTIONS?
CONTACT THE IACUC OFFICE
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EMAIL : iacuc@utep.edu