IACUC IRBNet Guide

Change the TITLE for the protocol
Log in with your credentials [www.irbnet.org](http://www.irbnet.org)
Click on “My Projects”
1. Search for Project by or IRBNet ID or title.

This is the IRBNet ID.

2. Click on Title to open the submission.
1. **Make sure it’s unlocked**

   If the package is locked, email the IACUC and ask to unlock the project
   
   *iacuc@utep.edu*

2. **Click on “EDIT”**
Page will refresh
1. Add your new title/information

2. Save
1. Make sure to click the unlocked icon to lock the submission.
Click on “Mark Revisions Complete”
1. Make your comments on the change made (ex. Change title, uploaded new documents, etc.)
2. Click “Continue”
1. The icon will change to “Locked – Revisions Complete”
2. An automatic email will be sent to us letting us know that a change was completed.
Congratulations!! You have successfully Changed the title of your project. You may log-out of IRBNet.

What's Next?
The change will be reviewed and you will be notified if further action is requirement on your part.
QUESTIONS?
CONTACT THE IACUC OFFICE
PHONE : 915-747-6056
EMAIL : iacuc@utep.edu