

UAF IRBNet: Instructions

Modifying an Existing Project

IACUC FORMS

Current versions of the IACUC forms are available in the IRBNet IACUC Forms Library (the library will be available once you click on “Create New Project” and fill out the initial information screen). A list of the current forms including basic instructions on when they should be used is available at the end of this document.

TERMS

- Project – The IRBNet term for what we’ve traditionally called an “IACUC Assurance”; includes your original submission to the IACUC as well as all subsequent modifications, reports, etc.
- Package – The IRBNet term for each submission you make on a Project. Your initial submission would be Package # 1. The next time you submit something related to the same project it would be considered Package # 2, regardless of whether it is a modification or a progress report
- Protocol – The IRBNet term for what we’ve traditionally called the “IACUC Assurance application form”. The Personnel and Capture & Transport sections of the old application form are now separate forms in IRBNet.
- Progress Report – The IRBNet term for what we’ve traditionally called a “Continuing Review”.

PROJECT MODIFICATION INSTRUCTIONS (CREATING A NEW PACKAGE)

The following instructions should be used any time you need to **modify** a package that has already been submitted through IRBNet. Submissions must be on the new IRBNet forms; that means if you need to request a change to your Surgery Supplement you have to fill out the new Surgery SOP form incorporating all previously approved changes as well as your new requested modification. The same is true if you need to make a change to any other protocol document. **Please highlight your new changes!**

1. Log-in to IRBNet. You should see all of your current projects (regardless of status) listed. If not click on the “My Projects” button.
2. Select the project you need to work on by clicking on the title. This will open a project overview page.
3. Follow the appropriate instructions below (**titles in red capital letters**) to
 - a. Revise an previously submitted document (i.e. in response to IACUC requests for modification/clarification, or to request a modification to a previously approved project)
 - b. Add a new IACUC Form (one not previously submitted); or to
 - c. Attach a new document, other than an IACUC Form
4. Be sure to upload all of documents necessary for review (revisions, new IACUC Forms and/or new documents) into a single new package.
5. Once you’ve created your new package, it must be signed by the PI, and then submitted for review. *Note: Anyone you’ve shared the original project with will automatically have access to the new or revised documents as soon as they are submitted. You only need to use the share feature again if you need to share it with a new person, remove someone’s access, or change their level of access (i.e. from read to write).*

MODIFY A PREVIOUSLY SUBMITTED DOCUMENT

- o Click on the “Project History” button on the navigation bar.
- o You should now see a table listing past packages followed by a “Create New Package Button”
- o Select “Create New Package”
- o You should now see a new list of packages with top one listed being a “New Document Package” created on today’s date.
- o Click on the “New Document Package” to begin building your new package.
- o You should now see the following *(if you don’t see everything try scrolling down the page!)*:
 - drop down menu of forms (Forms Library) – use this only if you need to add a form that was not previously submitted to the IACUC.
 - button to let you add a new document,

- list of documents included in this package, and
- list of documents from previous packages
- o If you need to make a change to a previously submitted document click the Document Type (text in blue) or the sheet of paper icon on the line with the document you need to change. This will open a download window and allow you to open the document and make your revisions. **Note:** *Highlight all changes you make in the document so they are readily apparent to the IACUC. If you've previously modified this document for the IACUC please be sure and remove all highlighting and accept all changes to the document before starting your new revisions.*
- o Save your revised document to your desktop or server.
- o Return to the open IRBNet page.
- o Find the entry for the document you are revising and click the pencil icon to the far right-hand side of that entry's line in the table. This will open a window that will allow you to upload your revised document to IRBNet.
- o Select the document type and provide a description if you wish (if you don't IRBNet will use your file name for the description); then just browse and find your revised document, and click update.
- o Once you've uploaded your revised document, you will be returned to the Designer page where you will be able to see the documents that are currently in your new package as well as those in previous packages.
- o If you need to revise additional documents, add a new IACUC form, or add a new document, other than an IACUC form, you can do that now – just go to the right set of instructions (**titles in red capital letters**) in this document.
- o When you've added all of your new or revised documents go back to step #4 on the first page of this document.

ADD A NEW IACUC FORM

- o Click on the "Project History" button on the navigation bar.
- o You should now see a table listing past packages followed by a "Create New Package Button"
- o Select "Create New Package"
- o You should now see a new list of packages with top one listed being a "New Document Package" created on today's date.
- o Click on the "New Document Package" to begin building your new package.
- o You should now see the following (*if you don't see everything try scrolling down the page!*):
 - drop down menu of forms (Forms Library) – use this only if you need to add a form that was not previously submitted to the IACUC.
 - button to let you add a new document,
 - list of documents included in this package, and
 - list of documents from previous packages
- o Use the drop down menus to select the form that you need to add and click the "Download" button. A window will open asking if you want to open or save the document.
- o Open the form and complete all required fields.
- o Save the form to your desktop or server.
- o Return to the open IRBNet page.
- o Click on the "Add New Document" button. A window will open that will allow you to upload your completed form to IRBNet.
- o Select the document type and provide a description if you wish (if you don't IRBNet will use your file name for the description); then just browse and find your completed form, and click update.
- o Once you've uploaded the new form, you will be returned to the Designer page where you will be able to see the documents that are currently in your new package as well as those in previous packages.
- o If you need to revise additional documents, add a new IACUC form, or add a new document, other than an IACUC form, you can do that now – just go to the right set of instructions (**titles in red capital letters**) in this document.
- o When you've added all of your new or revised documents go back to step #4 on the first page of this document.

ADD A NEW DOCUMENT, OTHER THAN AN IACUC FORM

- o Click on the “Project History” button on the navigation bar.
- o You should now see a table listing past packages followed by a “Create New Package” button.
- o Select “Create New Package”.
- o You should now see a new list of packages with top one listed being a “New Document Package” created on today’s date.
- o Click on the “New Document Package” to begin building your new package. *Note: Only use this button if it is a completely new document, NOT if it is a revision of an existing document or form.*
- o You should now see the following (*if you don’t see everything try scrolling down the page!*):
 - drop down menu of forms (Forms Library) – use this only if you need to add a form that was not previously submitted to the IACUC.
 - button to let you add a new document,
 - list of documents included in this package, and
 - list of documents from previous packages
- o Click on the “Add New Document” button. A window will open that will allow you to upload your new document to IRBNet.
- o Select the document type and provide a description if you wish (if you don’t IRBNet will use your file name for the description); then just browse and find the document you want to add, and click update.
- o Once you’ve uploaded the new document, you will be returned to the Designer page where you will be able to see the documents that are currently in your new package as well as those in previous packages.
- o If you need to revise additional documents, add a new IACUC form, or add a new document, other than an IACUC form, you can do that now – just go to the right set of instructions (**titles in red capital letters**) in this document.
- o When you’ve added all of your new or revised documents go back to step #4 on the first page of this document.