

# Submitting a continuation request to an existing project in IRBNet

## Create a New Package for an Existing Project in IRBNet

1. Log into IRBNet.
2. Click on the Project Title, from the My Projects page, to access the Project Overview page.
3. Click the 'Create New Package' button to the left of the page.
4. Click the 'Designer' button to download and attach documents for the new package

## Attach a New Document to the Submission Package

1. Download the appropriate document template and related instructions from the Document Library

The screenshot shows the 'Document Library' interface. At the top, it says 'Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.' Below this, there is a dropdown menu for 'Select a Library:' set to 'Illinois State University IRB, Normal, IL'. Underneath is another dropdown for 'Select a Document:' with a 'Download' button to its right. The document list includes various appendices (B through J), a checklist, and forms for submission and modification. The 'IRB Continuation Form v. 2.docx' is highlighted in blue. To the right of the list is a table with columns for 'Last Modified' and icons for document actions. The 'Last Modified' column shows '03/24/2017 12:11 PM'. Below the document list, there is a section for 'Documents in this Package' with a 'Document Type' dropdown set to 'Protocol'. At the bottom, it says 'There is 1 Training & C'.

2. Complete downloaded form/s or documents to be submitted and save it to your computer.
3. Use the 'Attach New Document' button, or drag the document from your desktop to the Designer page, to upload the document into the current package.
4. Assign a 'Document Type'.
5. Add continuation and applicable consent/assent/parent permission forms already approved.
6. Sign the package as instructed by your committee.
7. Submit the subsequent package to the appropriate committee. Be sure to select "Continuing Review/Progress Report" as the Submission Type.

The screenshot shows a notification form. At the top, it says 'The following users at Illinois State University IRB will be automatically notified of your submission:'. Below this is a list of names: Deering, Tim; Grumke, Gina; Lowe, Jessica; Spence, Kathy. Underneath is a dropdown menu for 'Submission Type: \*' set to 'Continuing Review/Progress Report'. Below this is a text area for 'Your Comments:' with the text 'Please see my continuation request. Thank you very much!' and '~Alan'. At the bottom are 'Submit' and 'Cancel' buttons.