

# Submitting a modification 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 'Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.' section. It features a dropdown menu for 'Select a Library' set to 'Illinois State University IRB, Normal, IL' and another for 'Select a Document' with a 'Download' button. A list of documents is displayed, including various IRB forms and appendices. A table on the right shows the 'Last Modified' date and time for the selected document, 'IRB Modification Form 2.0.docx', as 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 indicates 'There is 1 Training & C...' and provides a link to 'In-Link Training Records'.

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 Amendment/Modification form and any additional required supporting documents (revised consent form or protocol).

Note: It is not necessary to attach copies of historical, unchanged project documents (such as the previously approved consent form) unless directed by your committee for their review purposes.

6. Sign the package as instructed by your committee.
7. Submit the subsequent package to the appropriate committee. Be sure to select "Amendment/Modification" as the Submission Type.

The screenshot shows a notification form titled 'The following users at Illinois State University IRB will be automatically notified of your submission:'. The list of users includes Deering, Tim; Grumke, Gina; Lowe, Jessica; and Spence, Kathy. The 'Submission Type' is set to 'Amendment/Modification'. Below this, there is a text area for 'Your Comments' with the text 'Please see my modification request. Thank you very much!' and '~Alan'. At the bottom, there are 'Submit' and 'Cancel' buttons.