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- 1. Login to <u>www.irbnet.org</u>using your username and password.
- 2. SelectMy Projects on the left side of the screen.

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Usability Study 🔳 🖸	Researcher	New Project	Information Required	01/10/2014	8		۴	558287-1	IRBNet

3. Select the project you wish to modi

My Projects

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4. You will be taken to this screen, click on the boject History tab.



5. Click Create New Packaget the bottom of the page.

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Create New Package

6. Work in Progress (Not Submitted)will appear, click this to be taken to the Designer page.



7. From the drop list, you will select pplication Form C. Download this form, ill out all necessary fields and lick Add New Document



8. From the dropdown Document Type box, selevatinendment/Modification . Click Browseto find the document you wish to upload.

Attach Document

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[558287-4] IRBNet Usability Study
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You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking



9. Name the documerand finish by clickingAttach. This will take you back to the Designerpage where you can add more supporting documents if necessary

	Designer
[558287-3] IRBNet Usability Study	
Step 1:	
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ts and maintain version history, or add entirely new documents to your IRB	Net allows you to revise your existing project documen
Add New Document (When should I d	o this?)

10. When all necessary documents have been uploaded Sign this Packageon theleft handside of the screen.

	My Projects
	Create New Project
	Y My Reminders (5)
	Project Administration
	Project Overview
	Designer
	Share this Project
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	Submit this Package
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11. At the Sign Packagescreen, indicate your project role and clearly.

	Sign Package
[558287-3] IRBNet Usability Study	
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12. Once signed, clic Submit this Packageon the left hand side of the screen.

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13. Make surdJSI Institutional Review Board is selected and cliccontinue.

Submit Package

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14. SelectAmendment/Modification from the dropdown box and clickSubmit.



Submit Package