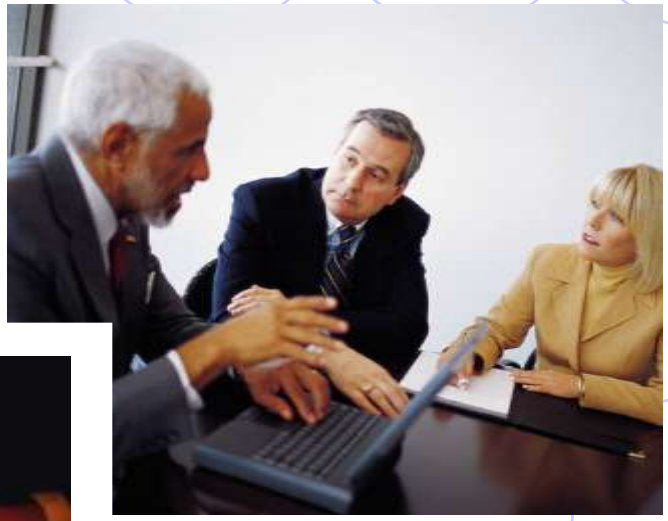
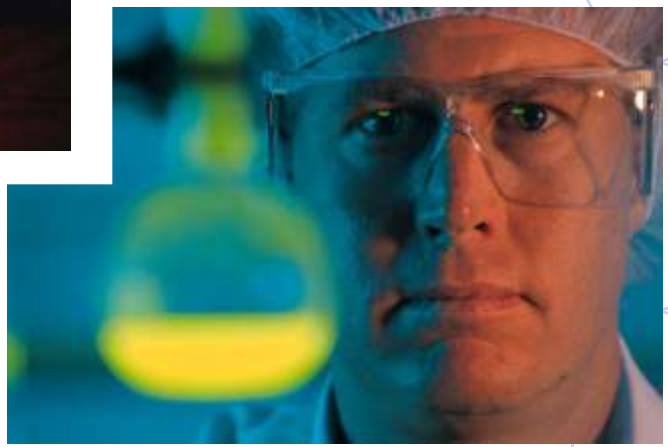
Researcher: Subsequent Package Submission

Training Energizer





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Researcher: Subsequent Package Submission
Training Energizer

IRBNet **provides the research community with an unmatched set of secure, web-based collaboration tools to support the design, management, review and oversight of research involving human subjects.**

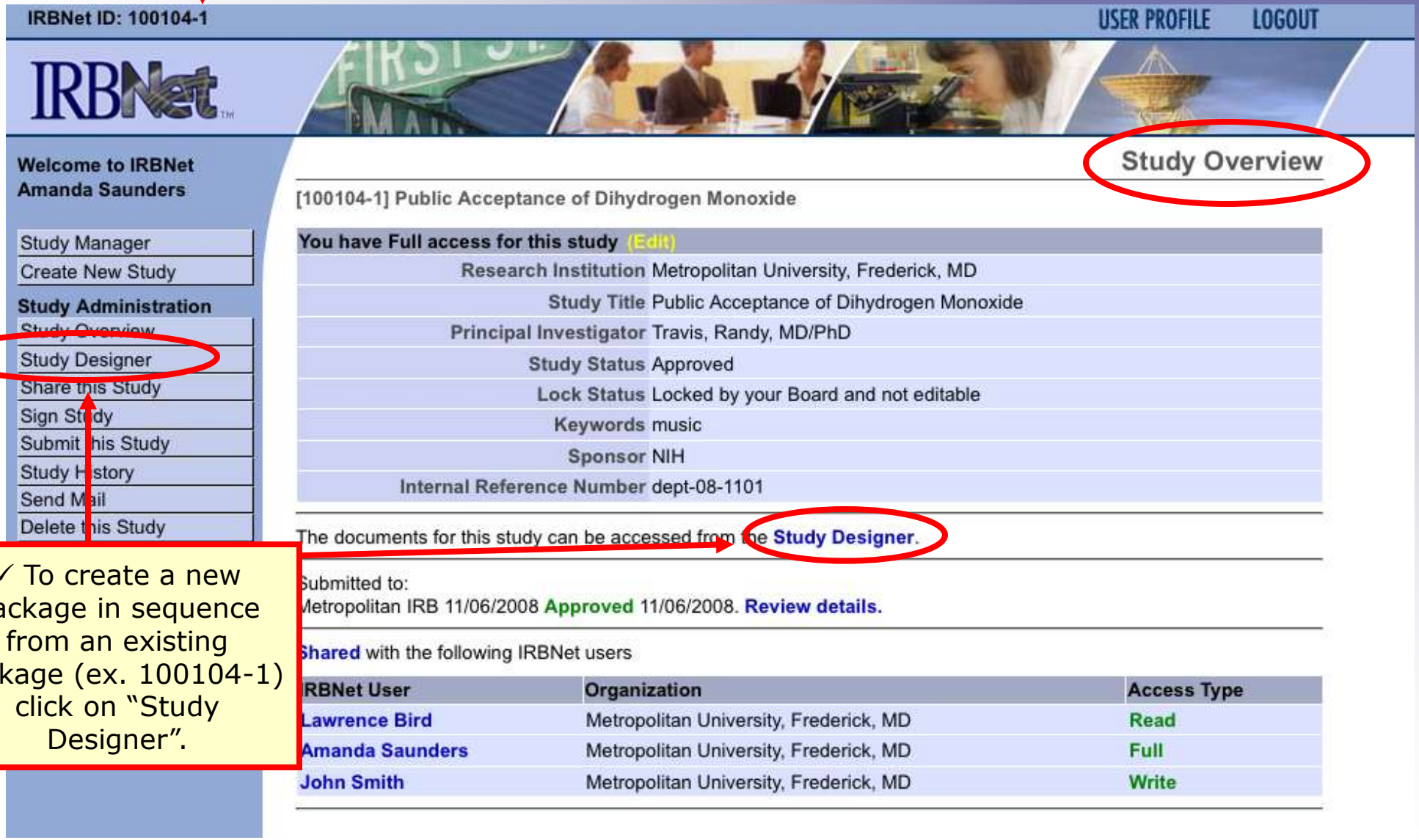
This Energizer covers advanced submission topics for Researchers, Research Managers or Research Coordinators. This Energizer will illustrate:

- Creating a second package
- Adding and revising documents for a second package

Revise Your Study As Necessary

You can easily revise your study. All versions of your study become a permanent part of your electronic study record.

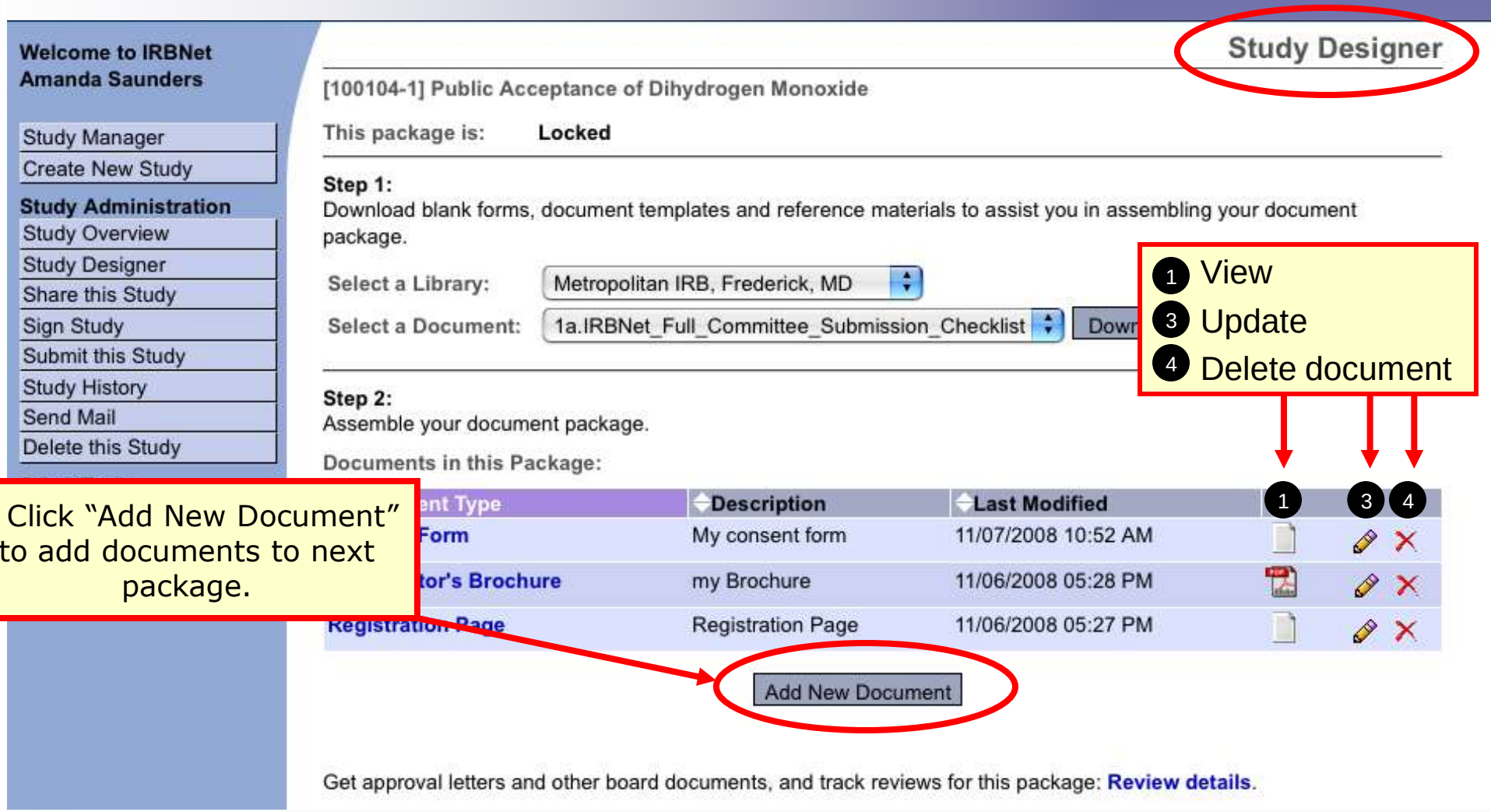
✓ Note this is the first study package in the sequence.



✓ To create a new package in sequence from an existing package (ex. 100104-1) click on "Study Designer".

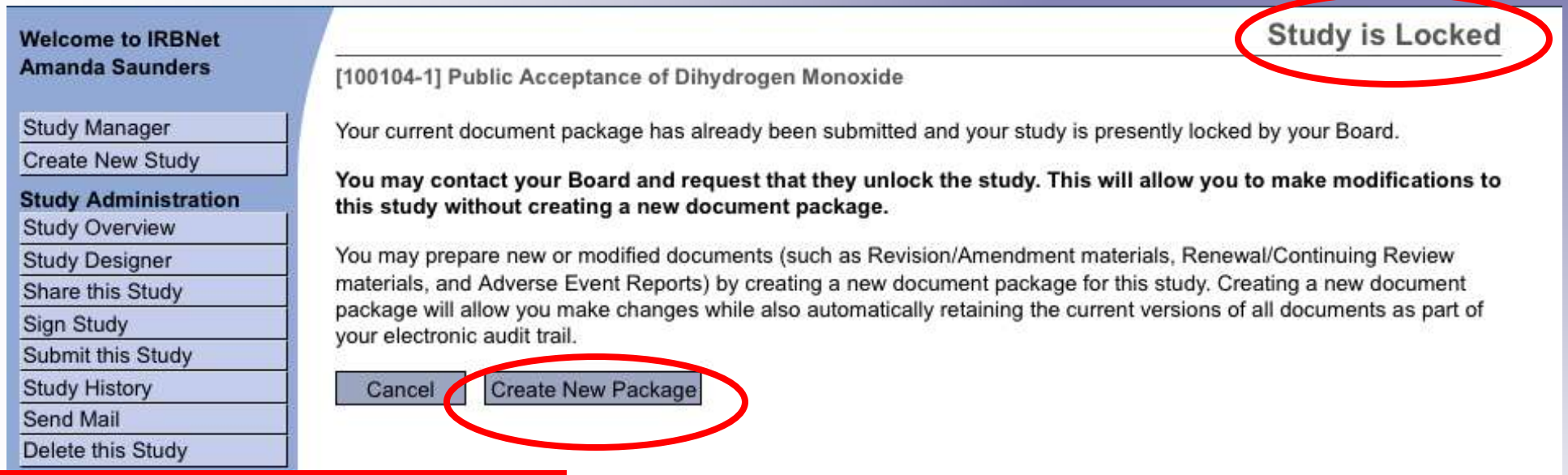
Revise Your Study As Necessary

Add New Document.



Revise Your Study As Necessary

It is necessary to Create a separate, new package to preserve the audit trail.

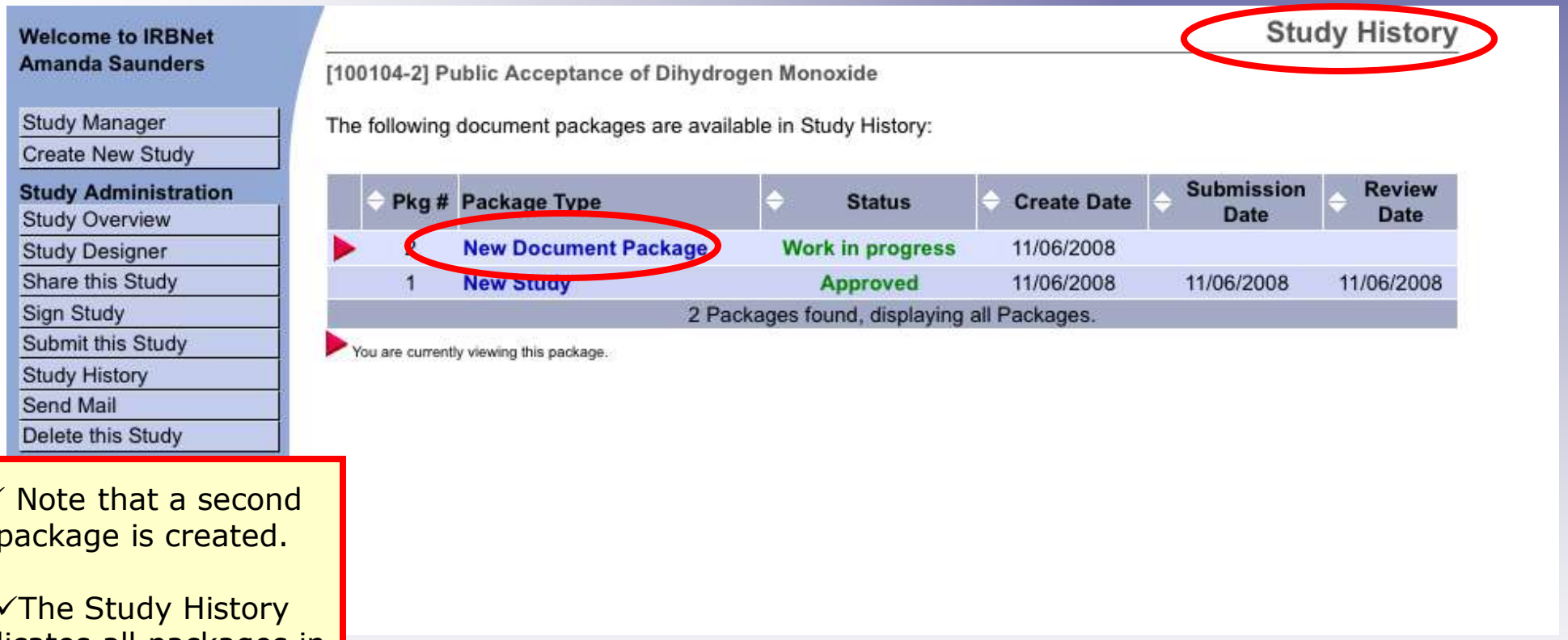


✓ Before you make a new package by clicking "Create New Package", check with your local coordinator for specific local SOPs and instructions.

✓ This will save time and effort for all parties and result in more efficient processing of your submission.

Revise Your Study As Necessary

Creating a second package adds documentation to the Study History.



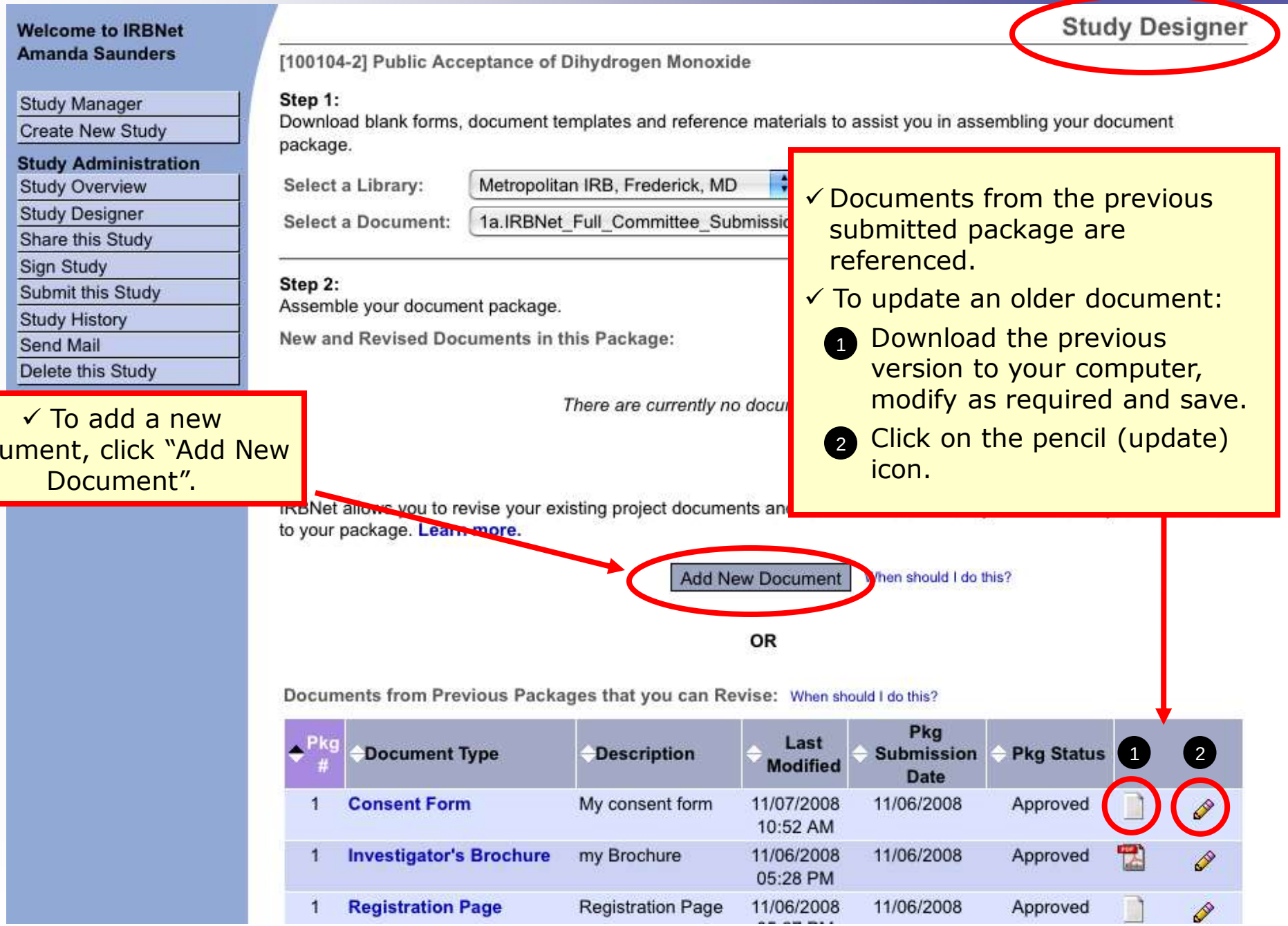
✓ Note that a second package is created.

✓The Study History indicates all packages in the study lifecycle.

Training Energizer

Add or Revise Documents

Bring forward and revise documents previously submitted, or simply add a new document.

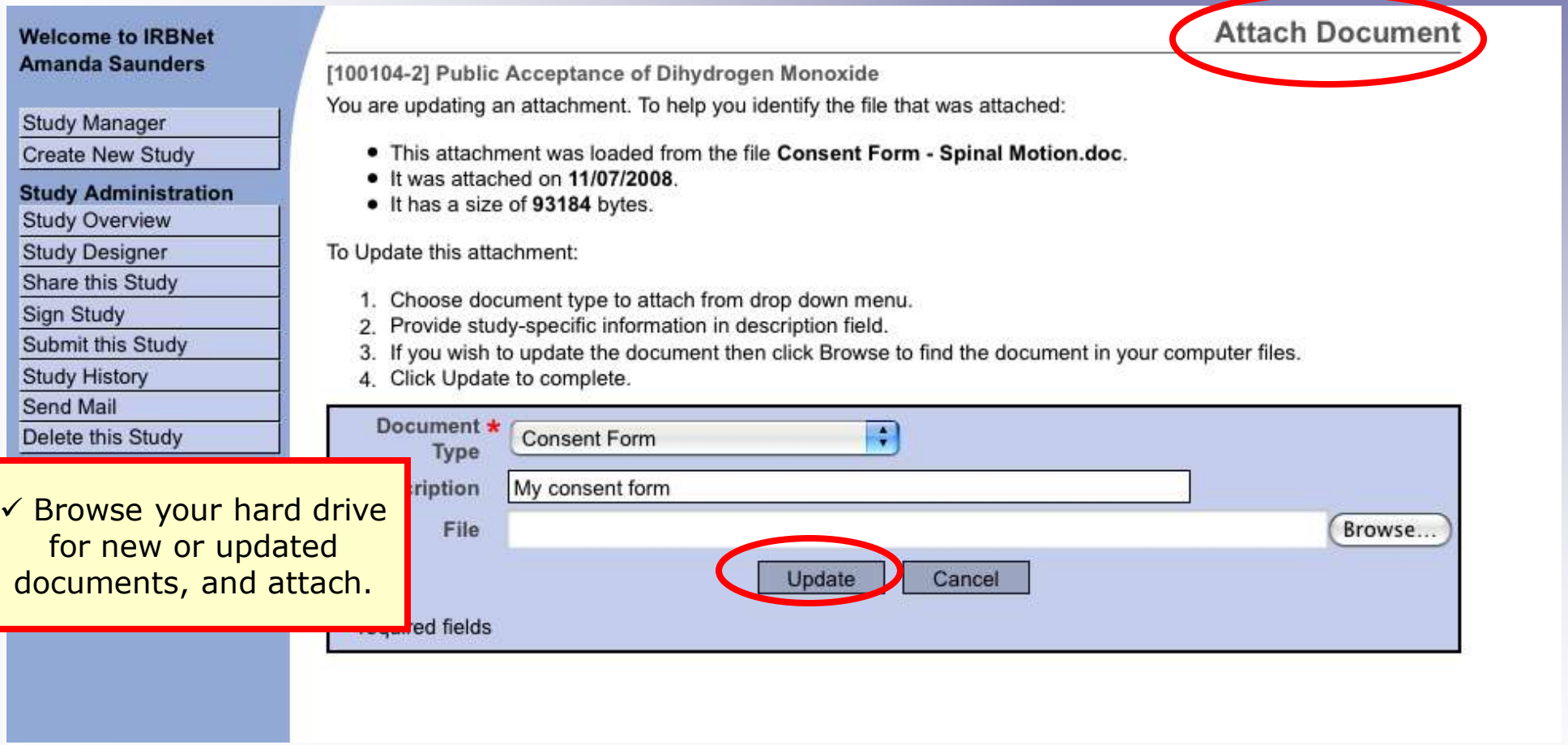


✓ To add a new document, click "Add New Document".

- ✓ Documents from the previous submitted package are referenced.
- ✓ To update an older document:
  1. Download the previous version to your computer, modify as required and save.
  2. Click on the pencil (update) icon.

Attach Document

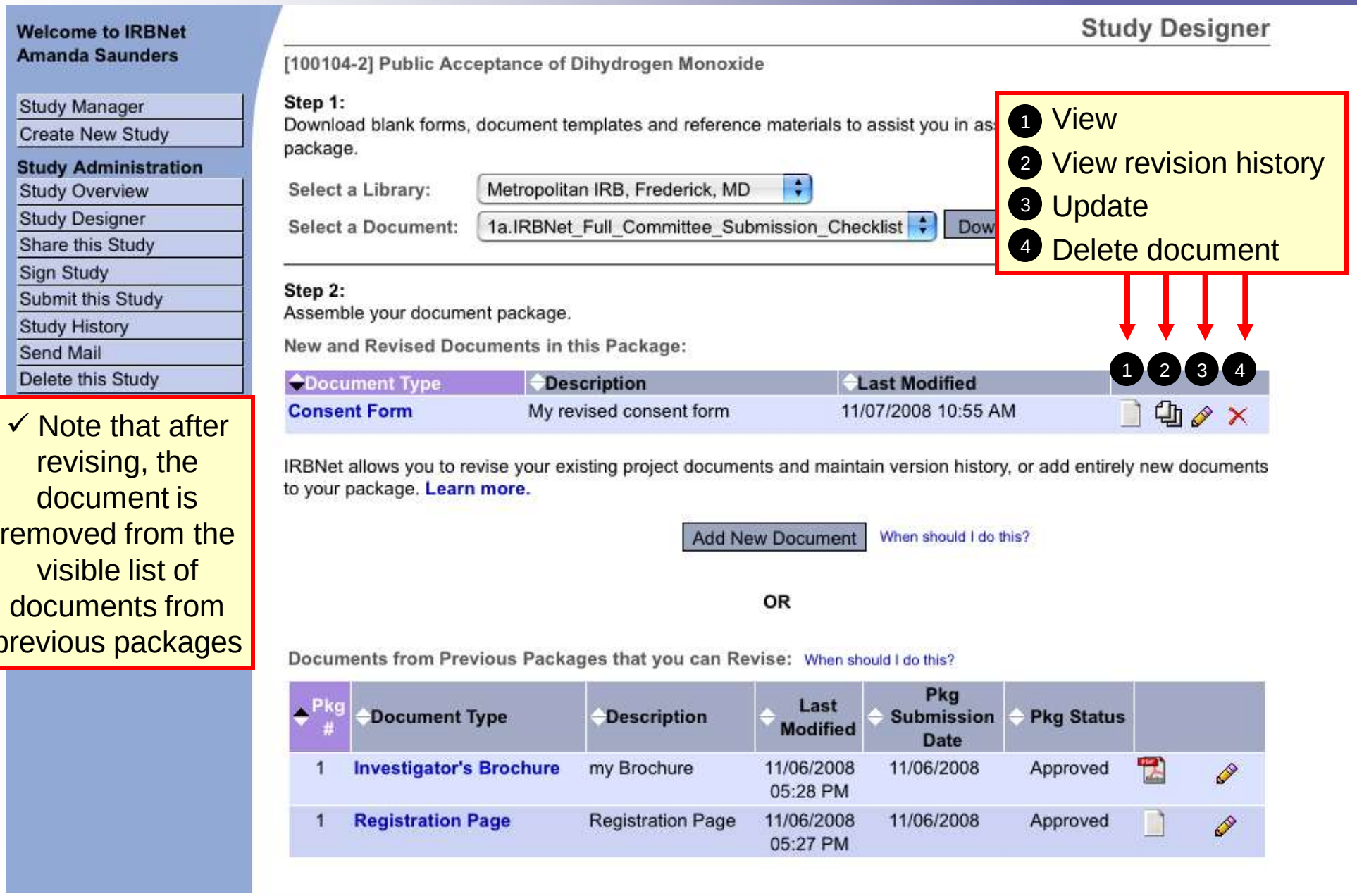
Browse and locate the revised or new document on your computer, and attach by clicking the Update button..



✓ Browse your hard drive for new or updated documents, and attach.

Document tools

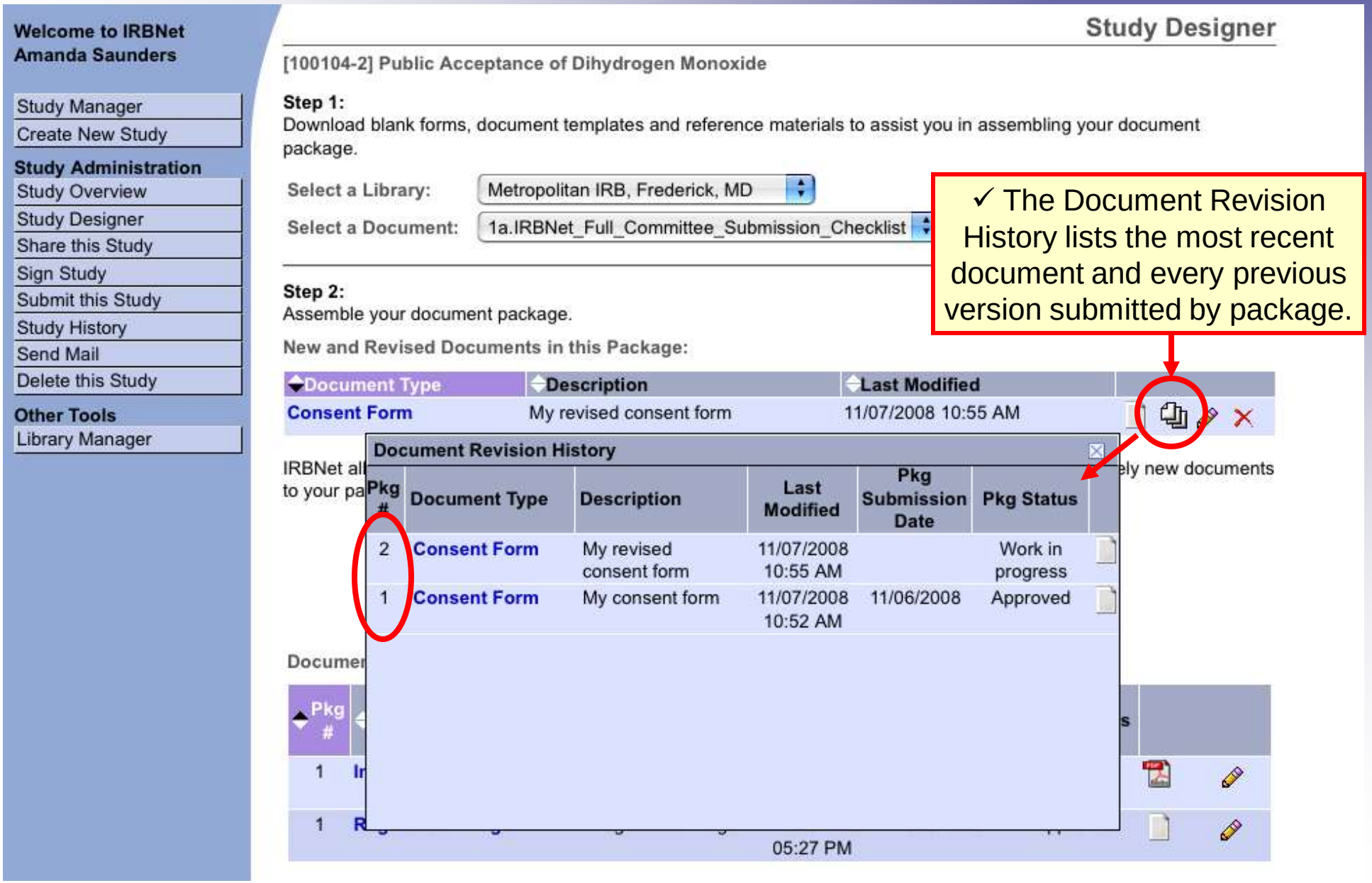
Powerful tools to modify and review documents.



✓ Note that after revising, the document is removed from the visible list of documents from previous packages

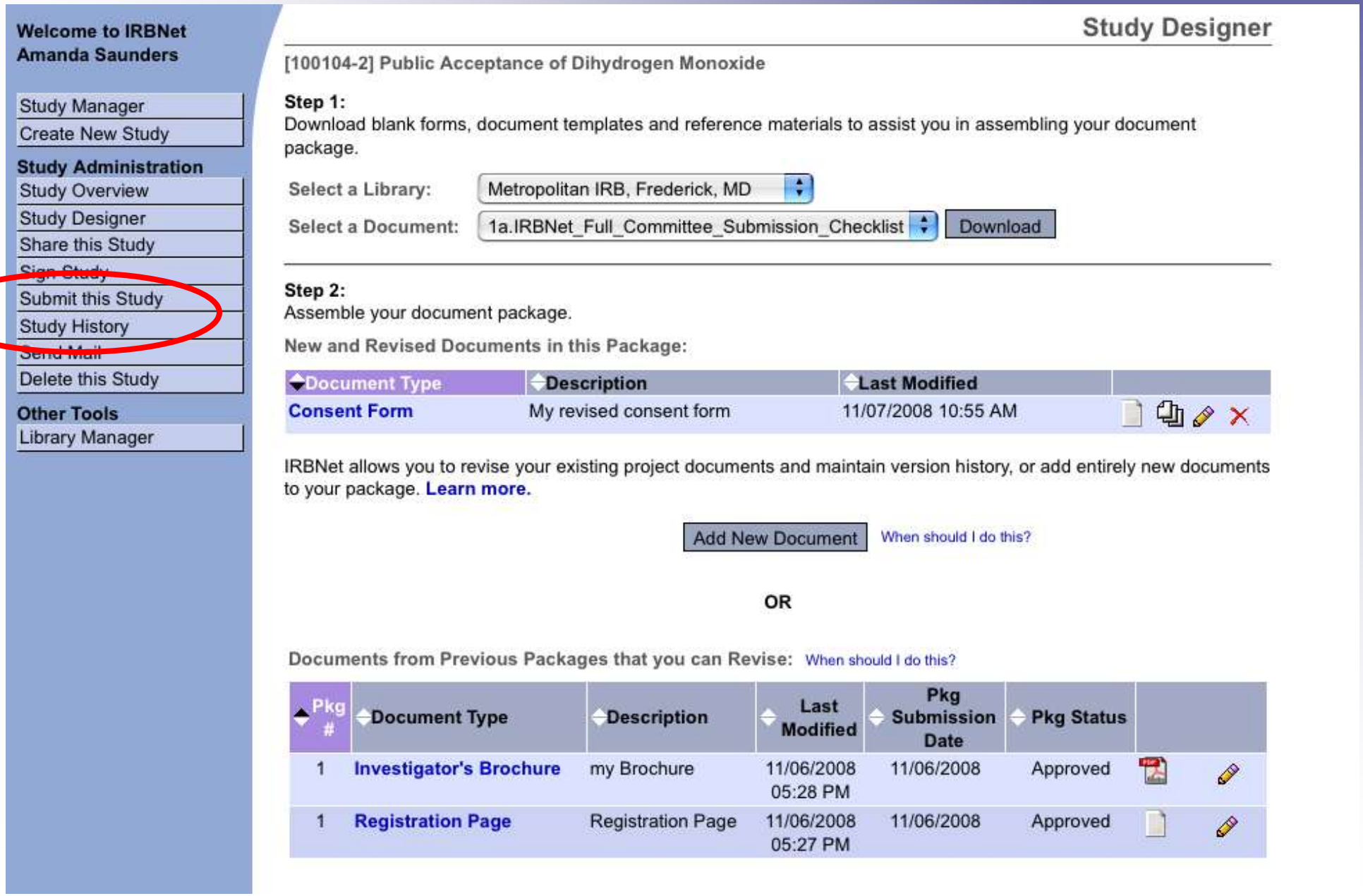
Revision History

The revision history, by study package, is available for review.



Submission

When the study documentation is complete, sign and submit according to your institution's SOPs.



Where to Get Help…

Your IRB Office can offer you assistance and training on IRBNet as well as advice on how to comply with important policies and standards as you use IRBNet.

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