REVISE AN EXISTING PROJECT IN IRBNET

Follow these steps to submit additional forms or modify your existing forms; either in response to an IRB review or researcher initiated.

1. Log in to IRBNet and **click on the title of the project you need to revise**.

2. Click on the **'Designer'** button in the Project Administration menu. Follow step 3a or 3b below depending on what you're submitting.

3a. If you are making changes to any forms the IRB has already reviewed, make the changes to that form and highlight in yellow or use track changes. Save the form to your computer. (If the form you need to revise is not saved on your computer, you may download a copy of it by clicking on the sheet of paper icon next to that form in Step 2 on the 'Designer' page. Make your changes, highlight and save to your computer.) When you are ready to attach your revised file, click on the **pencil icon** next to the form (*see note).
(OR)
3b. If you are adding a document to your protocol that the IRB has never reviewed, click on the **"Add New Document"** button under Step 2 (*see note).

*The first time you select the "Add New Document" button or use the pencil icon to replace a form, IRBNet will tell you the current package is locked. This is correct; it simply means you can't change any documents in previous packages since they have already been reviewed by the IRB. Below that will be a button which says **"Create a New Package".** Click on it. Next you will see a list of all packages in the Project history with the one you just created ('New Document Package') at the top with a status of Work in Progress. Click on **'New Document Package'**. You should be automatically directed back to the 'Designer' page now and can now proceed with adding or replacing your documents.

4. Proceed with attaching your documents; only attach new forms that you wish to add or old documents you have revised.

BEFORE YOU SUBMIT THE REVISIONS, YOU MAY NEED TO:
- **Share your project**: If you are updating the Research Personnel List to add individuals who will be consenting or collecting data from research participants, you must grant them access to the protocol in IRBNet and they must be registered in IRBNet. In the Project Administration menu, click on the **"Share this Project"** button and select the "Share" option. Enter "UNCO" in the search box and select "University of Northern Colorado". Search for individuals. If you cannot find them, they have not registered yet. Choose the appropriate level of access (see definitions of these levels on Share Project page).
- **Sign the Package?** If you are a student, please have your research advisor sign off on the amended materials
- **Send Mail:** You may send email messages to other project personnel via IRBNet. You can notify them the package is complete, ready for their review and/or signature, or needs additional documents. In the Project Administration menu, click on the **"Send Project Mail"** button. Select the recipients, enter your message and hit **"Send"**.

5. If you are the PI or the PI has signed the package and the package is ready to be submitted, click on the **"Submit this Package"** button in the Project Administration menu. If the UNCO IRB is not already pre-selected, do a search for "UNCO IRB" and select the UNCO IRB . Click **"Continue"**. Select submission type "Amendment/Modification" and add any notes. Click **"Submit"**.

Please note that the review required for your modification is determined both by the initial review process used for your protocol and the scope of your requested modifications. For example, adding or changing research tools or components of a Full Review protocol will likely require Full Review by the Board; adding personnel, deleting components, or correcting grammar or language, for example, could be handled using an Expedited review process.