

# Revise Your Project

**You can easily revise your project by creating a new package. All versions of your project become a permanent part of your electronic project record.**

✓ Note this is the first package in the sequence.

IRBNet ID: 119829-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

Study Manager  
Create New Project  
My Reminders

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Mail  
**Project History**  
Messages & Alerts

**Project Overview**

[119829-1] Motivations of Research Subjects: A Mixed Methods Study

You have Full access to this project. [\(Edit\)](#)

Research Institution	Metropolitan University, Frederick, MD
Title	Motivations of Research Subjects: A Mixed Methods Study
Principal Investigator	Researcher, John, PhD
Status	Modifications Required
Lock Status	Locked by your Board and not editable
Keywords	Incentive, Extra Credit
Sponsor	National Research Foundation

The documents for this project can be accessed from the **Designer**.

Submitted to:  
Metropolitan IRB 05/13/2009 **Modifications Required** 05/18/2009. [Review details.](#)

Shared with the following IRBNet users

er	Organization	Access Type
Researcher	Metropolitan University, Frederick, MD	Full
Handry	Metropolitan University, Frederick, MD	Read
lazzo	Metropolitan University, Frederick, MD	Write

✓ To create a new package from an existing package, click on "Project History."

# Revise Your Project

The Project History page displays all packages in this project. From here you can create a second package.

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**Project History**

[119829-1] Motivations of Research Subjects: A Mixed Methods Study

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
1	New Project	Modifications Required	05/11/2009	05/13/2009	05/18/2009

One Package found.

You are currently viewing this package.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

**Create New Package**

✓ Click "Create New Package."

## Revise Your Project

The new package has a status of **Work in Progress** and is editable.

IRBNet ID: 119829-2 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

Study Manager  
Create New Project  
My Reminders

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Mail  
Project History  
Messages & Alerts

**Project History**

[119829-2] Motivations of Research Subjects: A Mixed Methods Study

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
2	<b>New Document Package</b>	Work in progress	05/18/2009		
1	New Project	Modifications Required	05/11/2009	05/13/2009	05/18/2009

2 Packages found, displaying all Packages.

You are currently viewing this package.

- ✓ Note that a second package is created.
- ✓ The Project History indicates all packages in the project lifecycle.

- ✓ Now click on the New Document Package to begin building the package.

# Add or Revise Documents

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

Welcome to IRBNet  
John Researcher

- Study Manager
- Create New Project
- My Reminders

### Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Mail
- Project History
- Messages & Alerts

Designer

[119829-2] Motivations of Research Subjects: A Mixed Methods Study

#### Step 1:

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist

#### Step 2:

Assemble your document package.

New and Revised Documents in this Package:

There are currently no documents in this package.

IRBNet allows you to revise your existing project documents and maintain your package. [Learn more.](#)

OR

Documents from Previous Packages that you can Revise: When should

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	1	2
1	Application Form	IRB Application	05/11/2009 05:36 PM	05/13/2009	Modifications Required		
1	Consent Form	Consent Form	05/11/2009 05:36 PM	05/13/2009	Modifications Required		
1	Protocol	ASM981 C2439 Protocol.pdf	05/11/2009 05:36 PM	05/13/2009	Modifications Required		

✓ 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 (see next page for more information).

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

✓ All documents from previously submitted packages are listed here.

## Attach Document

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

IRBNet ID: 119829-2

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
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Study Manager  
Create New Project  
My Reminders

Project Administration  
Project Overview  
Designer

**Attach Document**

[119829-2] Motivations of Research Subjects: A Mixed Methods Study  
You are updating an attachment. To help you identify the file that was attached:

- This attachment was loaded from the file **Consent Form.doc**.
- It was attached on **05/11/2009**.
- It has a size of **93184** bytes.

Document Type \* Consent Form

Description Consent Form

File  Browse...

Update Cancel

fields

✓ Browse your hard drive for documents, and attach.

✓ This view is for updating a document from package 1. The view for attaching a new document is similar.

# Document Management Tools

IRBNet provides powerful tools to update and review project documents.

The screenshot shows the IRBNet Designer interface for a project titled "[119829-2] Motivations of Research Subjects: A Mixed Methods Study". The user is identified as John Researcher. The interface includes a sidebar with navigation options like "Study Manager", "Create New Project", and "Project Administration". The main content area shows "Step 1: Download blank forms, document templates and reference materials to assist you in assembly" and "Step 2: Assemble your document package". A table lists "New and Revised Documents in this Package" with columns for Document Type, Description, and Last Modified. A callout box highlights four actions: 1 View, 2 View revision history, 3 Update, and 4 Delete document. Below the table, there is an "Add New Document" button and a section for "Documents from Previous Packages that you can Revise" with a table listing previous documents.

IRBNet ID: 119829-2

USER PROFILE LOGOUT

IRBNet

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Submit this Package  
Delete this Package

[119829-2] Motivations of Research Subjects: A Mixed Methods Study

Step 1:  
Download blank forms, document templates and reference materials to assist you in assembly.

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist

Step 2:  
Assemble your document package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	1	2	3	4
Consent Form	Consent Form v2	05/18/2009 04:57 PM				

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

Add New Document When should I do this?

OR

Documents from Previous Packages that you can Revise: When should I do this?

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	Application Form	IRB Application	05/11/2009 05:36 PM	05/13/2009	Modifications Required	
1	Protocol	ASM981 C2439 Protocol.pdf	05/11/2009 05:36 PM	05/13/2009	Modifications Required	

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

# Revision History

The document revision history tool reveals is available for review of all versions of a document type in the project.

The screenshot shows the IRBNet Designer interface. At the top, it displays 'IRBNet ID: 119829-2' and 'USER PROFILE LOGOUT'. The main header reads 'Welcome to IRBNet John Researcher' and 'Designer'. The project title is '[119829-2] Motivations of Research Subjects: A Mixed Methods Study'. The interface is divided into 'Step 1' and 'Step 2'. Step 1 involves selecting a library and document. Step 2 involves assembling a document package. A table titled 'New and Revised Documents in this Package:' shows a 'Consent Form' document. A 'Document Revision History' window is open, showing a table with two rows of document revisions. A red box highlights the 'Pkg #' column, and a red circle highlights the 'Pkg #' value '2' in the first row. A red arrow points from a text box to the 'Document Revision History' window.

IRBNet ID: 119829-2

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

Designer

[119829-2] Motivations of Research Subjects: A Mixed Methods Study

**Step 1:**  
Download blank forms, document templates and reference materials to assist you

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist

**Step 2:**  
Assemble your document package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified
Consent Form	Consent Form v2	05/18/2009 04:57 PM

**Document Revision History**

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status
2	Consent Form	Consent Form v2	05/18/2009 04:57 PM		Work in progress
1	Consent Form	Consent Form	05/11/2009 05:36 PM	05/13/2009	Modifications Required

✓ The Document Revision History lists the most recent document and every previous version submitted by package.

# Submission

**When project documentation is completely assembled, sign and submit according to your institution's SOPs.**

The screenshot shows the IRBNet Designer interface for a project titled "[119829-2] Motivations of Research Subjects: A Mixed Methods Study". The interface includes a navigation menu on the left, a main content area with step-by-step instructions, and a table of documents.

**Navigation Menu (Left):**

- Study Manager
- Create New Project
- My Reminders
- Project Administration**
  - Project Overview
  - Designer
  - Share this Project
  - Sign this Package
  - Submit this Package** (highlighted with a red circle)
  - Delete this Package
  - Send Mail
  - Project History
  - Messages & Alerts

**Main Content Area:**





**Step 1:** Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist

**Step 2:** Assemble your document package.

**New and Revised Documents in this Package:**



Document Type	Description	Last Modified	
Consent Form	Consent Form v2	05/18/2009 04:57 PM	   

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

When should I do this?

OR

**Documents from Previous Packages that you can Revise:** When should I do this?

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	Application Form	IRB Application	05/11/2009 05:36 PM	05/13/2009	Modifications Required	 
1	Protocol	ASM981 C2439 Protocol.pdf	05/11/2009	05/13/2009	Modifications	