Step by Step: How to submit a Modification to an application/ protocol via IRBNet

Step 1 Connect to the internet – www.IRBnet.org

Step 2 Log in to www.IRBnet.org using your user name and password

Step 3 - Click on the title of the study you wish to access

Step 4 - On the toolbar on the left-hand side of the screen click on the "Project History" button. This will allow you to see all the packages that have been started for your project.

Step 5 From the project history page, click "Create New Package."

Step 6 You should see a new entry in the list of packages. This entry should be titled "Work in progress (Not submitted)." Click on the link for "Work in progress (Not submitted)" to begin your new package.

Step 7 Attach a revised document or add new project documents to the new package by following the instructions for adding new documents in the Designer section of this document.

Step 8 - Click - SHARE THIS STUDY – Select anyone who you would like to have access to this research, such as a co-investigator or a research coordinator. **It is important that you also share your study with the appropriate personnel identified in your study.**

Step 9 – Mandatory – Click - SIGN STUDY – Your "Electronic" signature is accepted as a legal signature.

Step 10 – Mandatory - After all signatures have been obtained Click – SUBMIT THIS STUDY.
*Select "Florida Agricultural and Mechanical University IRB" in the "Search for Organization" drop-down menu.
*Be sure all documents are attached and in final form.
*Once you "SUBMIT," the research cannot be edited unless you contact the IRB Office.

Step 9 – YOU MADE IT! Click Study OVERVIEW to review what has been sent. Study will be under "Pending Review" status until the review has been completed.

*An electronic IRBNet notification will be sent to your email confirming that the IRB has received your research study.