

## Renewing an Approved Study or Submitting a Progress Report (Continuing Review Form)

1. Upon approval, your project will expire on the date given by the IRB. You will receive an automatically generated email reminder from IRBNet when this date is approaching to allow you time to renew your project if necessary.
2. Login to [www.irbnet.org](http://www.irbnet.org) using your username and password.
3. Select **My Projects** on the left side of the screen.

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Joe Researcher

**My Projects**

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:  Search By Tag:

Search Clear

1 - 1 of 1 10

Create and Manage Tags | Show Archived Projects (0) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
558287-1	IRBNet Usability Study	Researcher	New Project	Information Required	01/10/2014

1 - 1 of 1 10

4. Select the project you wish to renew.

**My Projects**

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:  Search By Tag:

Search Clear

1 - 1 of 1 10

Create and Manage Tags | Show Archived Projects (0) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
558287-1	IRBNet Usability Study	Researcher	New Project	Information Required	01/10/2014

1 - 1 of 1 10

- You will be taken to this screen, click on the **Project History** tab.

Welcome to IRBNet  
Joe Researcher

**Project Overview**

[558287-1] IRBNet Usability Study

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

Research Institution	University of Southern Indiana (USI), Evansville, IN
Title	IRBNet Usability Study
Principal Investigator	Researcher, Joe

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/15/2014

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
USI Institutional Review Board, Evansville, IN	2014-1-SA			

Package 558287-1 is: 🔒 Locked - Revisions Complete Package 1 of 1 | Jump ▾

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	Review Details
USI Institutional Review Board, Evansville, IN	01/10/2014	New Project	2014-1-SA	Information Required	01/10/2014	<a href="#">Review Details</a>

Shared with the following IRBNet users:

IRBNet User	Organization	Access Type
Researcher, Joe	University of Southern Indiana (USI), Evansville, IN	Full

- Click **Create New Package** at the bottom of the page.

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

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

**Project History**

[558287-4] IRBNet Usability Study

1 - 4 of 4 | 10 ▾ | [Project Status View](#)

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date	🔒
4	Work in progress (Not submitted)					
3	Amendment/ Modification	02/18/2014		Pending Review		🔒
2	Amendment/ Modification	02/18/2014	Exempt Review	Information Required	02/18/2014	🔒
1	New Project	01/10/2014	Exempt Review	Approved	01/20/2014	🔒

- From the drop-down box, select **Continuing Review Form**, download this, fill out all necessary fields, and click **Add New Document**.

**Designer**

[558287-1] IRBNet Usability Study

This package is: **Unlocked - Revisions Pending** | [View History](#) | [Mark Revisions Complete](#) | [\(When should I do this?\)](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

**Step 1:**

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

Select a Library:

Select a Document:

- \*Application Form A - Type 1 Research (Exempt)
- \*Application Form B - Type 2 or 3 Research (Expedited or Full Board)
- \*Application Form C - Amendment
- \*Continuing Review Form**
- Co-Investigator Information
- Exempt Application Example
- Informed Consent for Audio, Video, or Photographs Template
- Informed Consent for Online or Web Based Surveys Template
- Informed Consent for Parent/Guardian Template
- Informed Consent Template
- Informed Consent Verbal Script Template
- Minor Assent Template

**Step 2:**  
Assemble your document package, link your project team's documents in this Package.

Net also allows you to

Document Type	Document Name	Date/Time	Download	Edit	Delete
Application Form	IRBNet Usability Study.pdf	01/10/2014 11:31 AM			
Consent Form	Informed Consent.doc	01/10/2014 11:35 AM			
Letter	Site Verification Letter.docx	01/10/2014 11:36 AM			
Other	Survey.docx	01/10/2014 11:37 AM			
Training/Certification	CITI Training Completion Report.docx	01/10/2014 11:38 AM			

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

- From the drop-down Document Type box, select **Continuing Review/Progress Report**. Click **Browse** to find the document you wish to upload.

**Attach Document**

[558287-4] IRBNet Usability Study

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type:

Description:

File \*:

\* required fields

- Name the document and finish by clicking **Attach**. This will take you back to the **Designer** page where you can add more supporting documents if necessary.

**Designer**

---

[558287-4] IRBNet Usability Study

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

Select a Library:  ▼

Select a Document:  ▼

---

**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Continuing Review/Progress Report	Renewal	02/18/2014 04:51 PM	

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

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?)

- When all necessary documents have been uploaded, click **Sign this Package** on the left hand side of the screen.

- My Projects
- Create New Project
- My Reminders (5)
- Project Administration**
- Project Overview
- Designer
- Share this Project
- Sign this Package**
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts (5)
- Other Tools**
- Forms and Templates

12. At the **Sign Package Screen**, indicate your project role and click **Sign**.

**Sign Package**

---

[558287-3] IRBNet Usability Study

I Joe Researcher, as , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

---

This package has not been signed.

13. Once signed, click **Submit this Package** on the left hand side of the screen.

**Sign Package**

---

[558287-3] IRBNet Usability Study

I Joe Researcher, as , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

---

This package has been signed by:

Date	Signed By	Role	
02/18/2014 04:28 PM	Joe Researcher	Principal Investigator	<a href="#">Details</a>

14. Make sure **USI Institutional Review Board** is selected and click **Continue**.

**Submit Package**

[558287-3] IRBNet Usability Study

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

Only show My Default Boards

Select a Board \*

USI Institutional Review Board, Evansville, IN

\* required fields

15. Select **Continuing Review/Progress Report** from the drop-down box and click **Submit**.

**Submit Package**

[558287-4] IRBNet Usability Study

The following IRBNet users at USI Institutional Review Board will be automatically notified of your submission:

Deeg, Rebecca  
Lynn, Emily  
Rusher, Lane

Submission Type: \*

You may also specify additional comments to be included in this notification.

Your Comments: