Modifying an Approved Study (Form C)

1. Login to [www.irbnet.org](http://www.irbnet.org) using your username and password.

2. Select **My Projects** on the left side of the screen.

3. Select the project you wish to modify.
4. You will be taken to this screen, click on the **Project History** tab.

![Project History Screen]

5. 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 Button]

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

![Project History Table]
7. From the drop list, you will select Application Form C. Download this form, fill out all necessary fields and click Add New Document.

8. From the drop-down Document Type box, select Amendment/Modification. Click Browse to find the document you wish to upload.
9. 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.

10. When all necessary documents have been uploaded, click **Sign this Package** on the left hand side of the screen.
11. At the **Sign Package** screen, indicate your project role and click **Sign**.

12. Once signed, click **Submit this Package** on the left hand side of the screen.
13. Make sure **USI Institutional Review Board** is selected and click **Continue**.

14. Select **Amendment/Modification** from the drop-down box and click **Submit**.