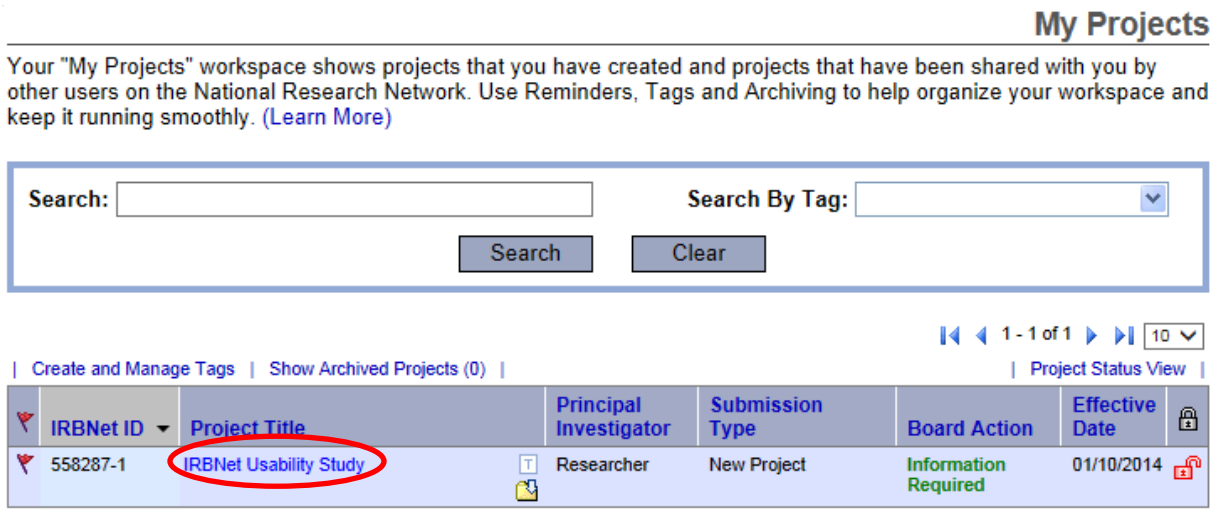
Making Requested Revisions

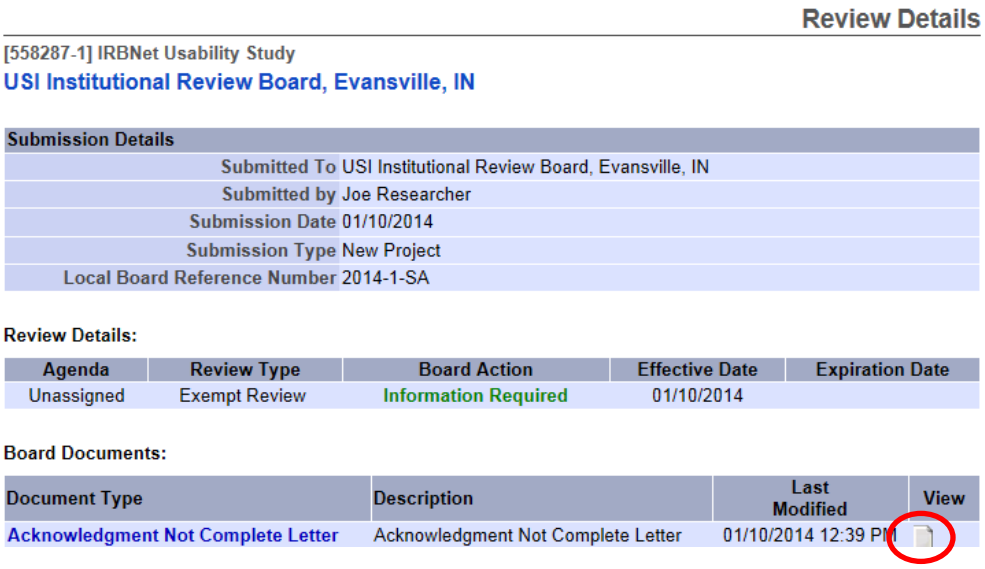
Minor modifications may be necessary after the Institutional Review Board has reviewed your initial protocol submission. This section of the user manual will guide principal investigators in the steps necessary to submit minor modifications. You will receive an e-mail indicating that your project has been unlocked if modifications are required.

1. Login to www.irbnet.org with your username and password then click on the **My Projects** button on the left side of the screen. Select the project you wish to modify.



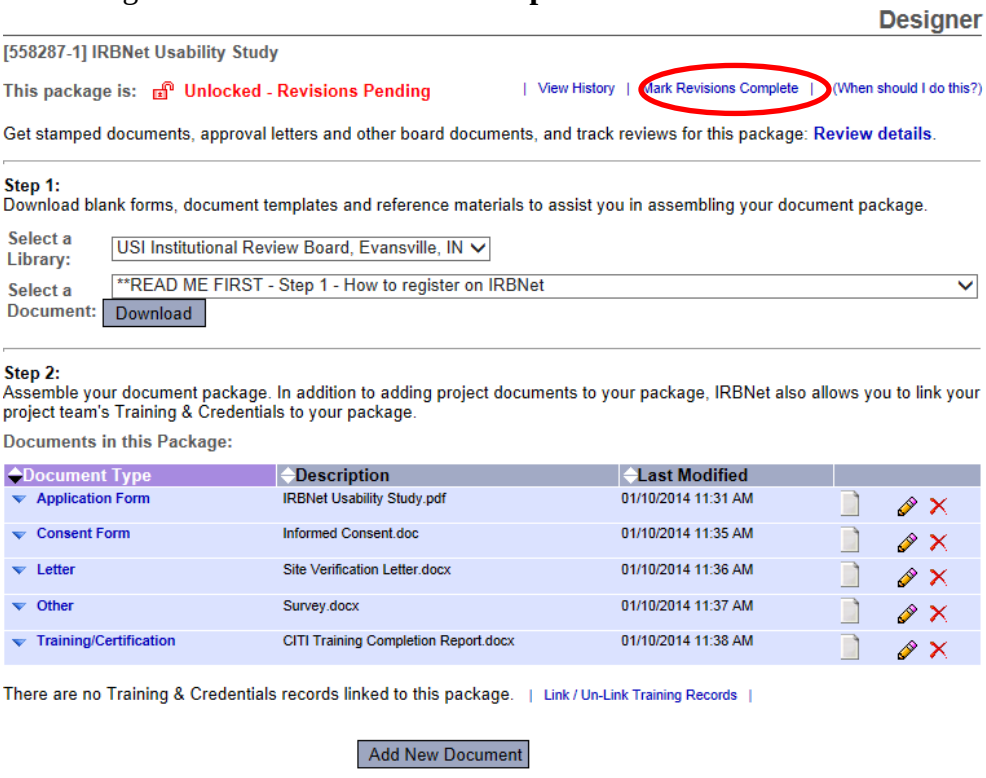
2. If revisions are needed you will see the "Unlocked-Revisions Pending" in red. Click on "Review Details" in blue to see what revisions are requested.

3. To view requested changes, click on the most recent letter from the USI Institutional Review Board.



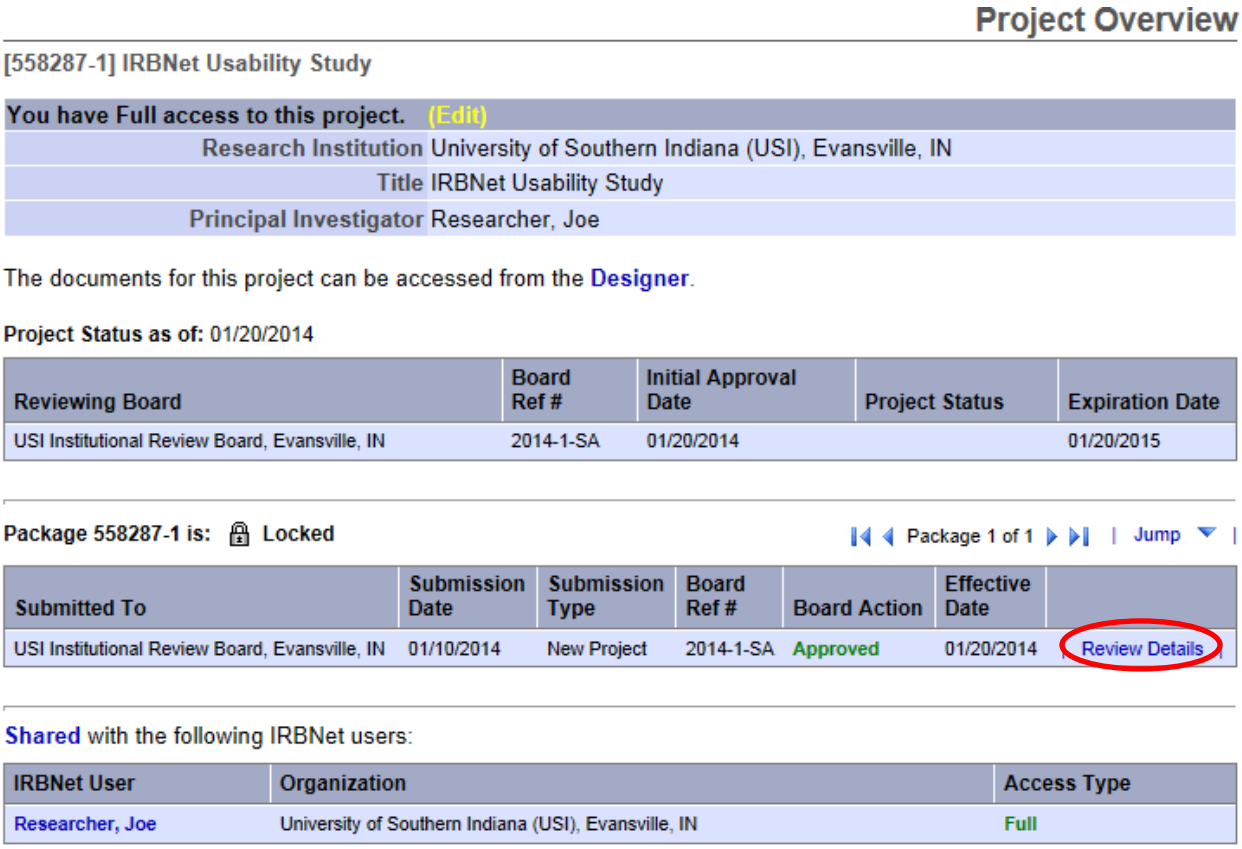
4. This will bring up a .pdf file of the requested modifications which you can save for your files. Go back to the "Unlocked-Revisions Pending" page to make all necessary changes. When you make changes to a document that is already uploaded, **make modifications directly to that document** and highlight all changes.

5. Once the changes are made, click on **Mark Revisions Complete** to resubmit the revised study. Keep in mind that your project will be locked and you will be unable to make any further changes after **Mark Revisions Complete** is clicked.



6. If all items from the initial review are correct, your application will then be sent to a reviewer. Keep in mind that reviewers have up to seven business days to complete their review and might comment with additional revisions. In that case, return to step 1 to modify your application again. Allow yourself **at least 3 weeks** to get approval prior to project start date.

7. Upon completion of review you will either get a 'Modifications Required' letter or an 'Approval' letter. You will receive a notification email and can view the letter upon clicking **Review Details** on the Designer page.



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: 01/20/2014

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
USI Institutional Review Board, Evansville, IN	2014-1-SA	01/20/2014		01/20/2015

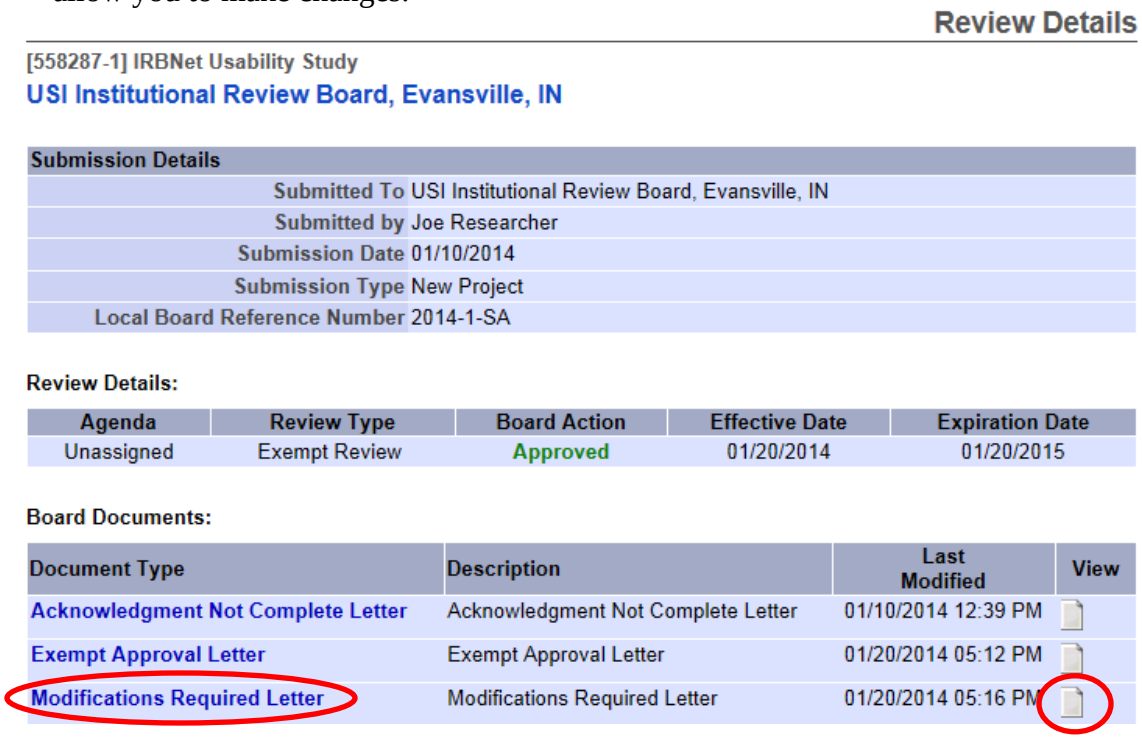
Package 558287-1 is: Locked Package 1 of 1 | Jump

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	
USI Institutional Review Board, Evansville, IN	01/10/2014	New Project	2014-1-SA	Approved	01/20/2014	Review Details

Shared with the following IRBNet users:

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

8. This will take you to the page where you can view letters from the Institutional Review Board. If you see a **Modifications Required** letter, click the paper icon next to it and go back to step 4 in this section of the guidelines book. Your application will be unlocked to allow you to make changes.



Review Details

[558287-1] IRBNet Usability Study

USI Institutional Review Board, Evansville, IN

Submission Details	
Submitted To	USI Institutional Review Board, Evansville, IN
Submitted by	Joe Researcher
Submission Date	01/10/2014
Submission Type	New Project
Local Board Reference Number	2014-1-SA

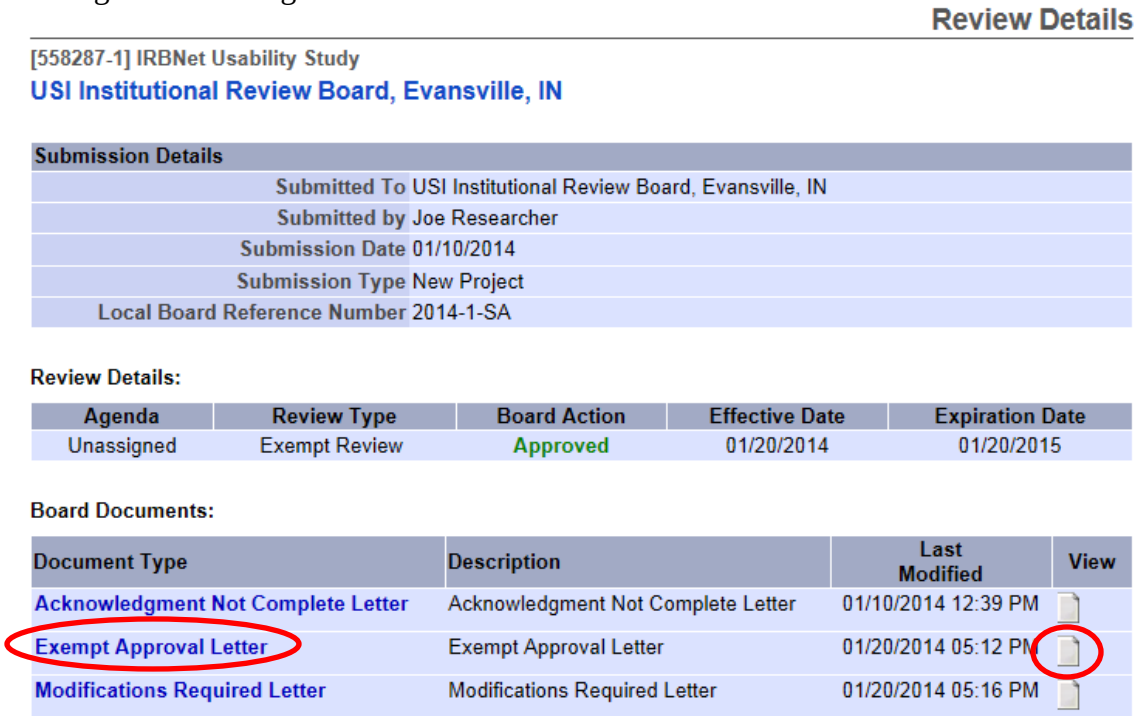
Review Details:

Agenda	Review Type	Board Action	Effective Date	Expiration Date
Unassigned	Exempt Review	Approved	01/20/2014	01/20/2015

Board Documents:

Document Type	Description	Last Modified	View
Acknowledgment Not Complete Letter	Acknowledgment Not Complete Letter	01/10/2014 12:39 PM	
Exempt Approval Letter	Exempt Approval Letter	01/20/2014 05:12 PM	
Modifications Required Letter	Modifications Required Letter	01/20/2014 05:16 PM	

9. If you see an **Approval Letter** click the paper icon next to it to open your letter and save it for your files. Once your project has been approved it will be locked so you can no longer make changes to it.



Review Details

[558287-1] IRBNet Usability Study

USI Institutional Review Board, Evansville, IN

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