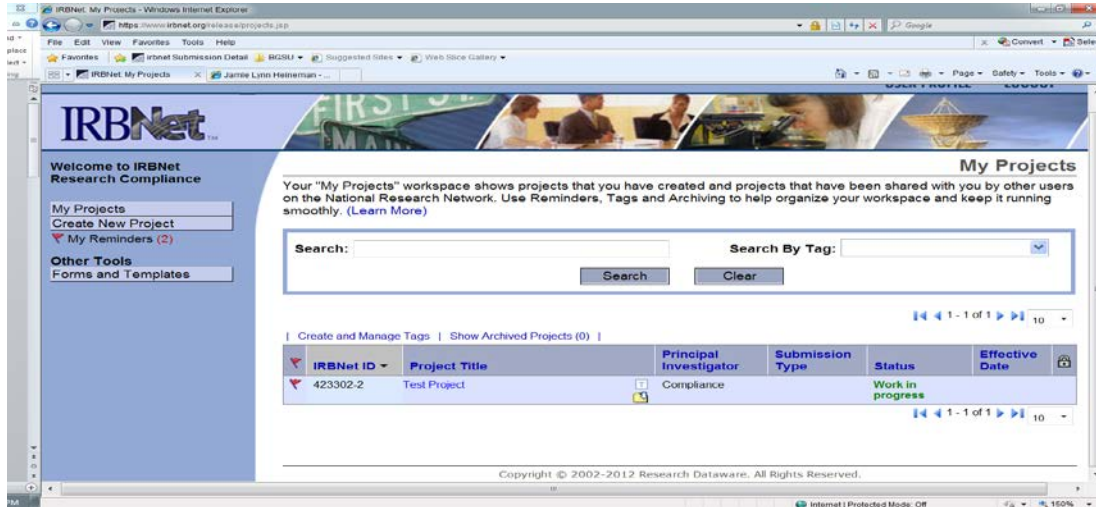
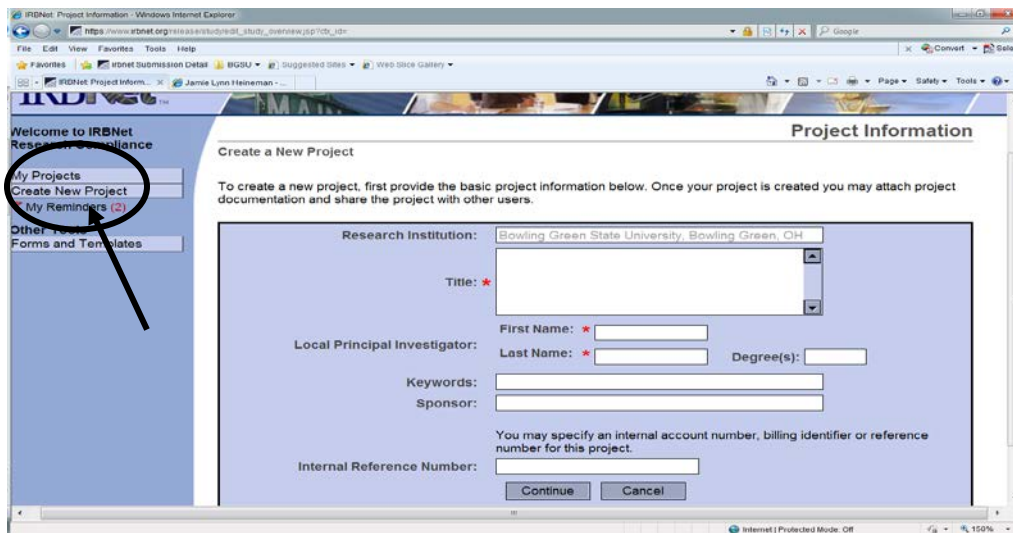


INSTRUCTIONS FOR SUBMITTING A NEW PROTOCOL

1. After you have registered with IRBNet, log into IRBNet (<http://www.irbnet.org>). This will take you to the “My Projects” page.



2. Click on the “**Create New Project**” button located on the left-hand side of your screen. Complete the required information. Click ‘Continue’.



3. You will now be on the “**Designer**” page. You can access this page at any time by clicking on the “Designer” button on the left-hand side of your screen.

- In Step #1:
 - Select “Bowling Green State University Institutional Animal Care and Use Committee, Bowling Green, OH” from the “Select a Library” drop-down menu.
 - In the “Select a Document” drop-down menu, you will find all of the IACUC forms. You will save the document you wish to complete (i.e., “Forms –Protocol Form”) to your computer. This will ensure that you are using the most current versions of the IACUC forms.

Welcome to IRBNet
Research Compliance

My Projects
Create New Project
My Reminders (94)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package

Designer

[688582-1] Test - for screen captures

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

Select a Library: Bowling Green State University Institutional Animal Care and Use Committee, Bowling Green, OH

Select a Document: Forms - Protocol Form

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to

- In Step #2:
 - Upload your completed documents (i.e., protocol form, a PDF of email communication you have had with the Attending Veterinarian during pre-review, and any other documents associated with your submission such as figures or permits) by clicking on “Add New Document”.
 - Select a Document Type from the drop-down menu that corresponds with the document you are uploading, and then click on the ‘Browse’ button to search for your document.
 - Then click on the ‘Attach’ button.

Welcome to IRBNet
Research Compliance

Attach Document

[688582-1] Test - for screen captures

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.

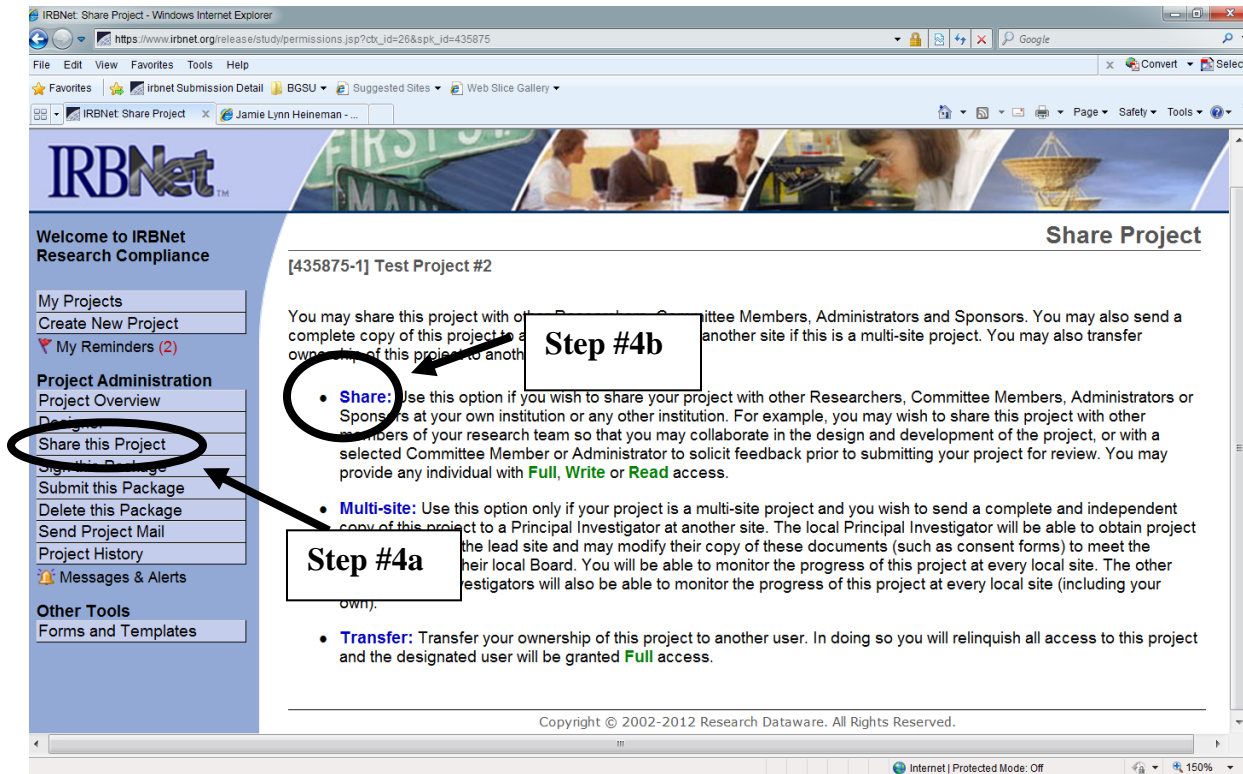
Document Type * Protocol

Description Protocol for John Smith

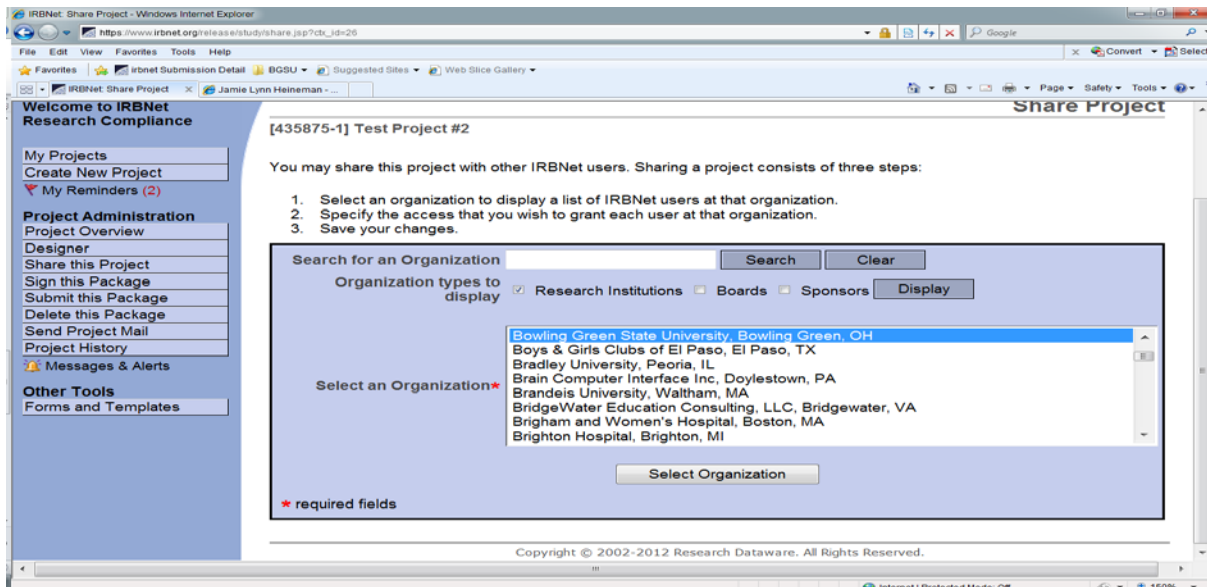
File * C:\Users\vmorgan\Desktop\Protocol_Smith.docx

* required fields

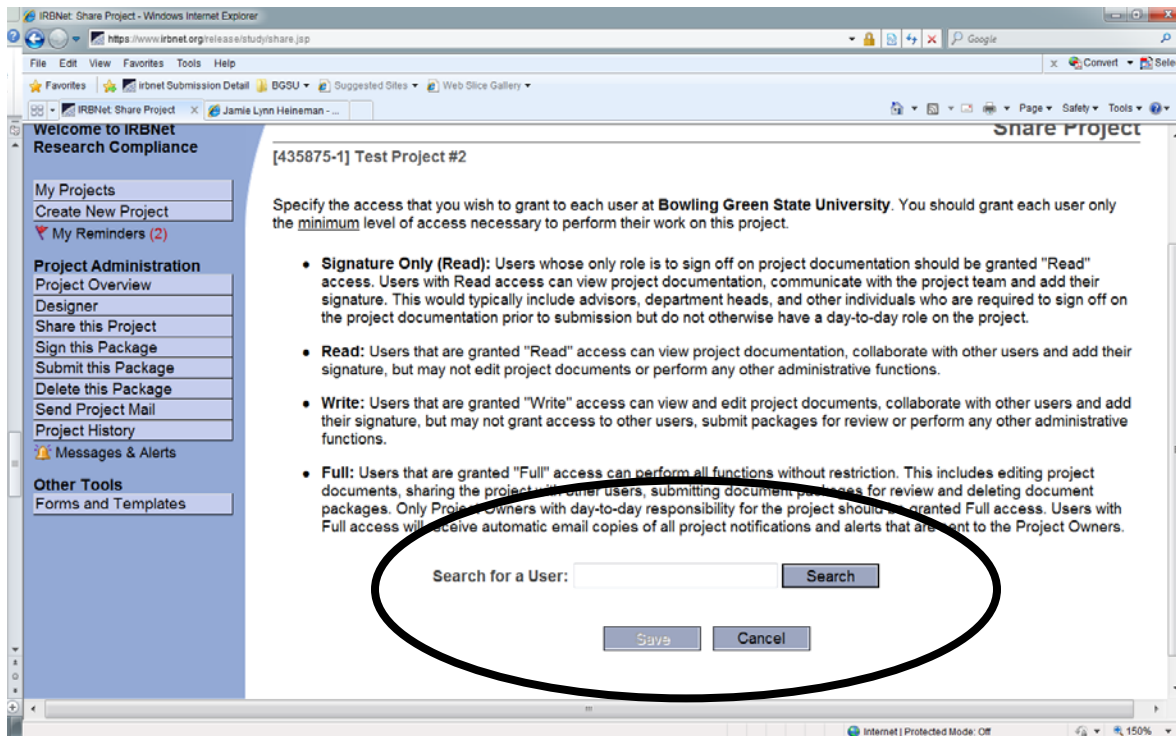
- You will need to share the project with other members of your research team. Click on the **“Share this Project”** button located on the left-hand side of your screen. Click on the blue **“Share”** link within the text to grant access to this project.



- Select **“Bowling Green State University, Bowling Green, OH”** from the organization box. Click the **“Select Organization”** button. (Note: If the individual is not affiliated with Bowling Green State University, select the organization under which they registered with IRBNet.)



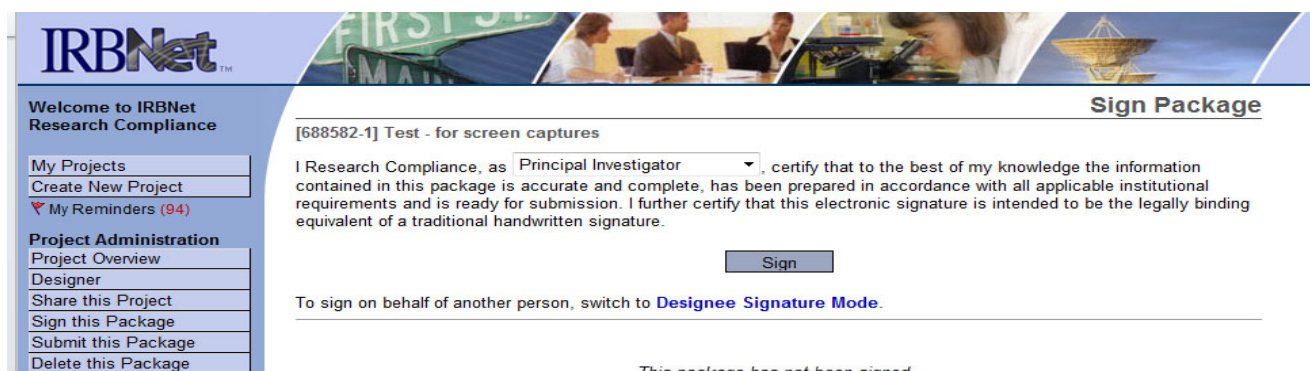
- Search for IRBNet registered users with whom you'd like to share this project (Co-PIs, research assistants, consultants, etc.). Note: If the individuals you are seeking are not in the list of registered users, ask them to register with IRBNet.



- Grant each user a level of access:
 - Full: user may add/edit/delete project documents, share the project with other users, and submit the project. Individuals with full access to a project will receive auto-notification when an action has been taken regarding the project.
 - Write: user may add/edit/delete project documents, but cannot share the project with others or submit the project.
 - Read: user may only view the project documents.

- Selected users will be notified automatically via email that the project has been shared with them. You may enter comments to be included in this email in the “Your Comments” section. Click “Save”.

5. Sign the package by clicking the “**Sign this Package**” button. The PI is the one person who must sign the package. Note that a designee may NOT sign on behalf the PI.



6. Once you have attached all of your necessary documents and signed your project, you should be ready to submit your project. Click on the **“Submit this Package”** button located on the left-hand side of your screen.
 - Make sure that **“Bowling Green State University Institutional Animal Care and Use...”** is highlighted in the **“Select a Board”** box. If it is not, uncheck the **“Only show my Default Boards”** box and search for **“Bowling Green State University”** in the **“Search for an Organization”** box and click **“Continue”**.

Welcome to IRBNet
Research Compliance

Submit Package

[688582-1] Test - for screen captures

IRBNet supports multiple models of review. Using the "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

Bowling Green State University Human Subjects Review Board, Bowling...
 Bowling Green State University Institutional Animal Care and Use...

Select a Board *

* required fields

My Projects
 Create New Project
 My Reminders (94)

Project Administration
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 Sign this Package
 Submit this Package
 Delete this Package
 Send Project Mail
 Project History
 Messages & Alerts

Other Tools
 Forms and Templates

- In the Submission Type drop-down menu, select **“New Project”**, tell the ORC what type of review process you think the submission can go through, and click **“Submit”**.

Welcome to IRBNet
Research Compliance

Submit Package

[688582-1] Test - for screen captures

The following users at **Bowling Green State University Institutional Animal Care and Use Committee** will be automatically notified of your submission:

Baranski, Jeni
 Hagemyer, Kristin
 Heineman, Jamie
 Snyder, Hillary

Submission Type: *

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

Your Comments:
 I think this will go to the full IACUC for review.
 -OR-
 I think this can be reviewed through Designated Member Review.

My Projects
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Other Tools
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Notes:

- The “My Project” screen (can be found by clicking on the “My Projects” button located on the left-hand side of your screen) will show you the list of studies to which you have access - those you have created and those which have been shared with you at any level of access.
- Studies which have not been submitted are labeled “Work in Progress” in the Status column.
- **Studies which have been submitted but not reviewed and processed are labeled “Pending Review”.**
- Clicking on the title of any project will take you to the “Project Overview” for the selected project.

If you need further assistance with this process please contact the Office of Research Compliance at 419-372-7716 or hsrb@bgsu.edu.