

## INSTRUCTIONS FOR SUBMITTING A MODIFICATION

What it means to submit a modification...

A project has been reviewed and approved by the IACUC. The researcher requests changes to the approved protocol. These changes must be reviewed and approved by the IACUC before they may be implemented in the project.

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**\*\*As of June 10, 2008, the IACUC stopped accepting submissions on paper.\*\***

**The following instructions are for studies that originated on IRBNet.  
(If your project originated on paper, please proceed to page 4 or [click here.](#))**

1. Login to IRBNet ([www.irbnet.org](http://www.irbnet.org)). This will take you to the My Projects page.
2. Click on the title of the project that you would like to modify. Then click on the 'Project History' button located on the left-hand side of the screen.
3. Click on 'Create New Package' button in the center of the 'Project History' page, and then click on 'New Document Package'. 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.
4. If you are submitting a *minor* modification (e.g. change to experimental methods, number or strain of animals to be used, housing, anesthesia/analgesia/euthanasia methods)...
  - a. In Step #1:
    - i. Select 'Ball State University IACUC, Muncie, IN' from the 'Select a Library' drop-down menu.
    - ii. In the 'Select a Document' drop-down menu, select the 'IACUC Protocol Update form' and click 'Download'. Once you've filled in the necessary information on the form, choose File>'Save As' to save the document to your computer or flash drive.
  - b. In Step #2:
    - i. Upload your completed document by clicking on 'Add New Document'.
    - ii. 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.
    - iii. Then click on the 'Attach' button.
      1. If you were unable to fit your responses completely into the spaces provided for the questions, please attach a separate Word document.

- c. Proceed to #6 of these instructions.
5. If you are submitting a **significant** modification (e.g. new experimental methods, new species, methods involving multiple survival surgeries)...
    - a. In Step #1:
      - i. Select 'Ball State University IACUC, Muncie, IN' from the 'Select a Library' drop-down menu.
      - ii. In the 'Select a Document' drop-down menu, select the 'IACUC Animal Research and Teaching Protocol form' and click 'Download'. Once you've filled in the necessary information on the form, choose File>'Save As' to save the document to your computer or flash drive.
    - b. In Step #2:
      - i. Upload your completed document by clicking on 'Add New Document'.
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    - c. Proceed to #6 of these instructions.
  6. Share the project with your research team if you have not done so already. Click 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.
    - a. Select 'Ball State University, Muncie, IN' from the organization box. Click 'Continue'. [Note: if the individual is not affiliated with Ball State University, select the organization under which they registered with IRBNet.]
    - b. Search for registered users with whom you'd like to share this project (i.e., your Faculty Sponsor, co-PIs, research assistants, consultants). Grant each user a level of access:
      - i. 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. *It is recommended that student and non-affiliated PIs give this level of access to their Faculty Sponsors.*
      - ii. Write: user may add/edit/delete project documents, but cannot share the project with other users or submit the project.
      - iii. Read: user may only view project documents.

- c. 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'.
  - d. Note: If the individuals you are seeking are not in the list of registered users, please ask them to register with IRBNet. Instructions on registration may be found here:  
<http://www.bsu.edu/research/media/pdf/iacuc.pdf>
7. Sign the project. *PIs (and Faculty Sponsors, if the PI is a student or not affiliated with Ball State University) must sign the project before it is submitted.*
- a. Click on the Sign this Package button located on the left-hand side of your screen. Select your role, and click 'Sign'.
    - i. The lead researcher should sign as "Principal Investigator". A designee may NOT sign for the PI.
    - ii. The Faculty Sponsor should sign as the "Advisor."
    - iii. It is the student's responsibility to contact their Faculty Sponsor when the project is ready for his/her signature. ***Studies will not be scheduled for review if required signatures are missing.***
8. 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.
- a. Make sure that Ball State University **IACUC**, Muncie, IN is highlighted in the 'Select Organization' box. If it's not, type in the words "Ball State" in the Search for an Organization box and click 'Search'.
  - b. In the Submission Type drop-down menu, select 'Modification/Amendment' and click 'Submit'.

My Projects (from the left-hand side menu) 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 yet reviewed by the IACUC are labeled "Pending Review".

If you need further assistance with this process please contact Research Compliance at 765-285-5070 or [iacuc@bsu.edu](mailto:iacuc@bsu.edu).

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1. Login to IRBNet ([www.irbnet.org](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 at least the required information along with listing any funding sponsors that are or may be connected with the project in the Sponsor box. (If you are modifying either the title of your project or the PI, make sure you enter in the *approved* project title and PI at this point.) 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.
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Once your project has been submitted, the coordinator will notice that you have submitted a first package (12345-**1**) for modification, which indicates that the project originated using the paper process. Your original paper project will then be uploaded to your project by Research Compliance. Once this has been done, you may find a PDF document labeled 'Other' with the description of "archived documents" listed under 'Documents from Ball State University IACUC' within the Designer page.

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