

Saint Joseph's University (SJU) Institutional Review Board (IRB)
Investigator Submission Guide
AMENDMENT/MODIFICATION, CONTINUING REVIEW, CLOSURE

STEP #	DESCRIPTION
Step 1:	Connect to www.irbnet.org and login with your username and password.
Step 2:	Select "My Projects" from the left-hand sidebar and choose the project for which you are submitting an amendment/modification, continuing review, or closure application.
Step 3:	Under the "Project Administration" menu on the left-hand side of your window, select "Create New Package".
Step 4:	Select the Human Subjects Research (HSR) application that corresponds with your type of submission from the dropdown document menu and click "download". Once you have completed your application, you will attach it to your IRBNet package by clicking "Add New Document", then selecting the application from your computer's files.
Step 5:	You may also access applications as well as other helpful templates and forms by following these steps: <ol style="list-style-type: none"> 1. Under the "Other Tools" menu on the left-hand sidebar, select "Forms and Templates" 2. Locate the template or form you wish to use. 3. Select the  icon to download this document to your computer. 4. Locate your computer's downloads folder to access this document.
Step 6:	Refer to the Amendment/Modification Submission Checklist to ensure you attach each necessary piece of information to your submission.

<p>Step 7:</p>	<p>Once all necessary materials are attached to your IRBNet package, look to the “Project Administration” menu on the left-hand sidebar, then select “Share this Project”. Search for and select anyone who may need access to this project, such as a co-investigator or advisor. Select the appropriate level of access for each individual. It is required that you “share” your IRBNet package with the appropriate signatory authority in order to facilitate completion of your application.</p>
<p>Step 8:</p>	<p>Return to the “Project Administration” menu on the left and select “Sign this Package”. Choose your role from the options listed. Your electronic signature is legal and binding.</p> <p>Note: Information concerning the necessary signature(s) on various submissions can be found on the HSR submission checklist.</p>
<p>Step 9:</p>	<p>After all signatures have been recorded, select “Submit this Package” under the “Project Administration” menu on the left-hand side of your screen. Select “Saint Joseph’s University (SJU)”, then select “submit”.</p> <p>Note: Once your IRBNet package is submitted, you will not be able to edit it. Contact the Research Compliance Coordinator, Samantha Ambrico-Custer, at sambrico@sju.edu or (610)-660-1298 if you would like assistance.</p>
<p>Step 10:</p>	<p>You have completed your IRBNet package submission! If you wish to check the status of your application, return to the “Project Administration” tab on the left and select “Study Overview”. An electronic IRBNet notification confirming submission of your application will be sent to your @sju.edu email address.</p>
<p>Step 11:</p>	<p>If revisions are requested, login to IRBNet and upload the necessary documents to the unlocked submission. Once all requested changes are made, be sure to re-lock your package by selecting “Revisions Complete” so that the IRB is made aware of your revisions. Once any outstanding issues are resolved, you will receive notification of approval.</p>