

The Beacon

Research Integrity News



IRB Submission FAQ's

We understand IRB submissions may be confusing. To help you on your way, we compiled a list of frequently asked questions regarding the IRB submission process.

When should I submit my project?

You should only submit your project *after* ALL required signatures have been obtained from your college. The IRB reviewers can take **no action** on your project until your college signature authorities have reviewed and okay your study for scientific merit.

I forgot to include documents in my original submission, how can I add them to my study?

Projects and packages can be confusing in IRBNet. A new project equates to a completely new research study. A new package is an action within a project.

You must submit a new **package** to an existing project if you need to make **edits** including:

- responding to the IRB's modifications required letter
- adding or making changes to approved documents
- submitting amendments (including the form and all necessary documents related to the changes needed)

You should only create a new project when working on a new research project. IRBNet will assign a new six-digit number for that project. The extension of that six-digit number changes with every package, but the six-digit project number stays the same. For example, 123456-**1** is package one of the project; 123456-**2** is package two within the same project. Be cognizant of your number and call Research Integrity if you have questions.

Should I save the forms to my computer?

No, please access the forms in IRBNet under "Forms and Templates" each time you prepare an IRB submission. We routinely update the forms and the current documents are required.

Click [here](#) to see more FAQ's.

