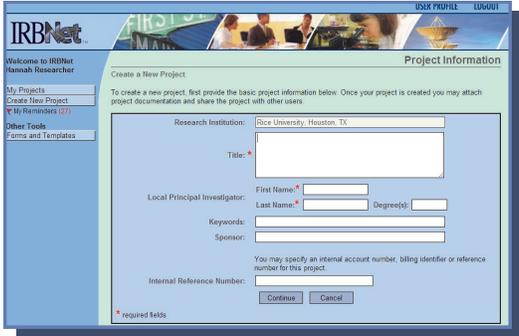


Quick Guide for Researchers

Project vs. Package

Think of a project as a binder for the complete research study and each package is a tab in the binder. There will be an initial package submission for new projects and subsequent package submissions for amendments, modifications, annual reviews & adverse events.

A **Project** is the study or protocol application as a whole.



Projects should only be created once for each study.

Researchers should only create a **new project** in IRBNet for any **NEW** study that has never been reviewed or approved by a research compliance committee including IRB, IACUC and IBC.

1. After logging into IRBNet, select **create new project** from the left—hand navigation pane.
2. Complete the fields the Project Information Screen leaving the internal reference field blank.
3. Click the "Continue" button, you will be taken to the Designer screen for this research project. This is where you will to download instructions, templates and attach the various files associated with the current Project Package.

NOTE: *Completing the Project Information creates a project "binder" with a 6 digit IRBNet ID ending with -1 to indicate the initial project package. Each subsequent package created will be sequentially numbered after the dash—2, etc.*

A **Package** is a version of the project that has been submitted to the compliance committee. Each project will have multiple packages created and submitted. Researchers should create a **new package** in the following situations:

- To submit an amendment or modification to an approved study, adverse event or revisions
- To submit materials for continuing annual and semi-annual reviews
- To submit any additional information after approval

To create a new package:

1. After accessing the appropriate project. Click the "Project History" button from the Project Administration Menu on the left side navigation pane.
2. Click the "**Create New Package**" button in the middle of the page.
3. Click "Work in progress (Not submitted)" to access the Designer page for your new package (also may be called "New Document Package" in some instances). IRBNet will now default to this package when you re-enter the project.
4. Alternatively, a new package can be created from the "Designer" when you try to add a new document. Simply accept the warning to create a new package.



Questions about Research Compliance Policies & Procedures? Contact your Compliance Administrator

IACUC/IBC Compliance Administrator: Michele Pratt Phone | (713)348-6202 - Email | mpratt@rice.edu

IRB Compliance Administrator: Stephanie Thomas Phone | (713)348-3586 - Email | irb-io@rice.edu

Questions about IRBNet Capabilities and Issues with Navigation? Contact the [eRA Help Desk](#) or email era@rice.edu

You can also access a variety of resources to support your submission process at the following websites:

eRA Rice University IRBNet Blog:

irbnet.blogs.rice.edu

IRBNET Resource Page:

irbnetresources.org

Rice University Research Compliance:

comply.rice.edu