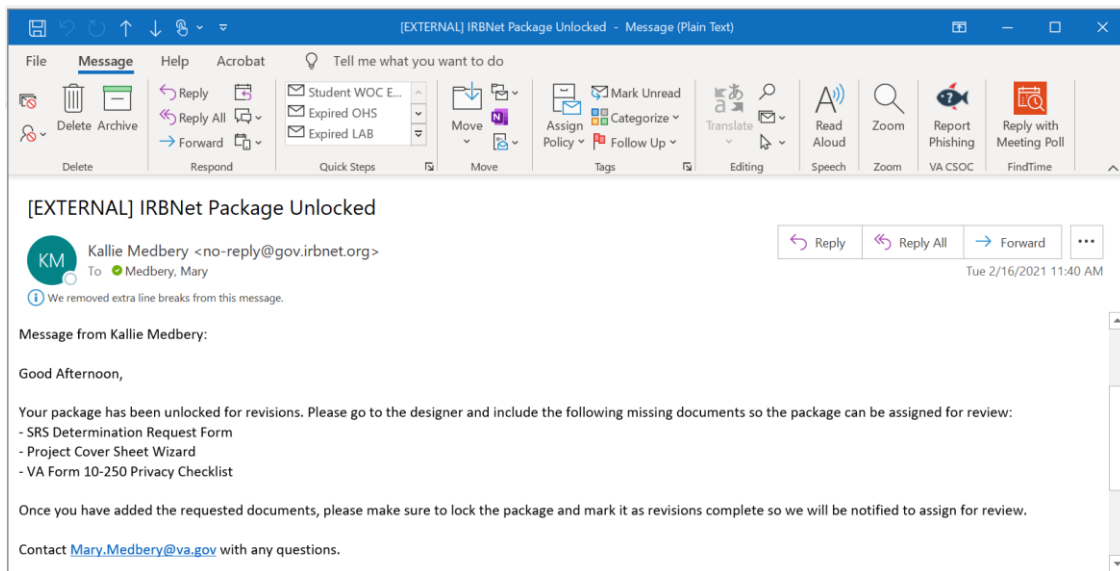


Editing an Unlocked Package Quick-Start Guide

A package may be unlocked by the Research Office to return to you if your original package is missing documents required for review. This guide will walk you through that process. Please note, this is different from editing a submission in response to reviewer comments. If you are responding to a reviewer or board request for revisions, please submit a new package with the requested edits.

1. Any time the Research Office unlocks a package that you have submitted and requests revised or additional documents to be included in your package, you will receive an email from the IRBNet system notifying you of the revisions needed. It will look like this:



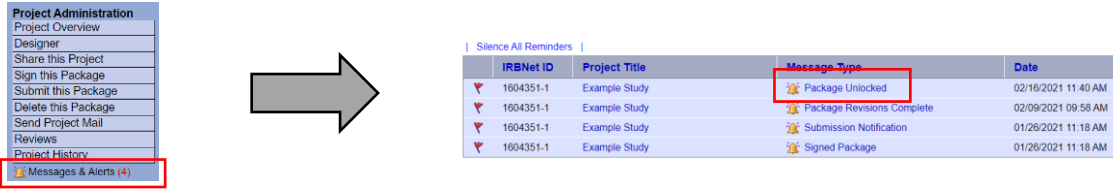
2. Upon receipt of one these emails, visit <https://gov.irbnet.org/release/index.html> and login with your username and password
3. Choose "My Projects" from the left-hand menu. You should now see a list of your projects. You can click the Lock icon from the top menus to bring unlocked projects to the top of the list. Projects requiring action from your team will be denoted by a red unlocked lock icon:

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date	Lock Icon
1604351-1	Example Study	Doe	New Project	Pending Review		

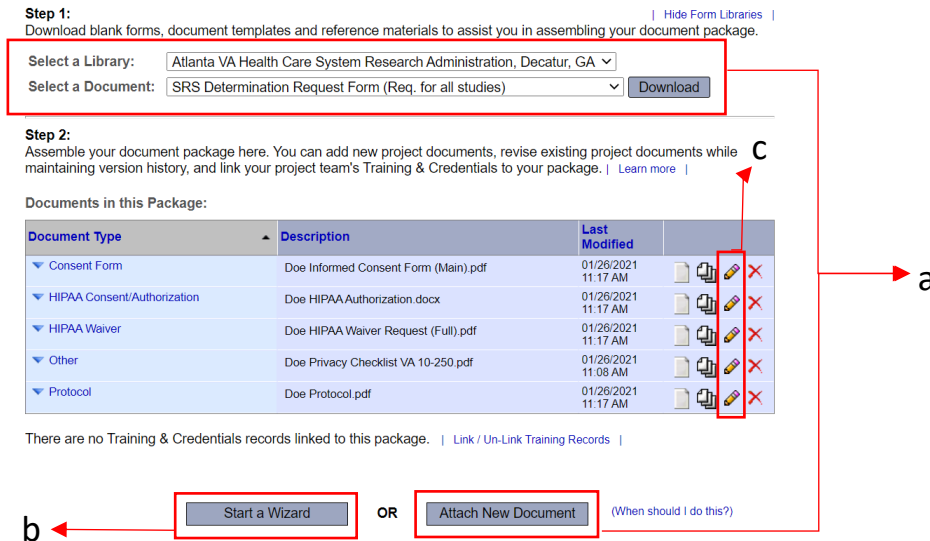
4. Click the project title to enter the study

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date	Lock Icon
1604351-1	Example Study	Doe	New Project	Pending Review		

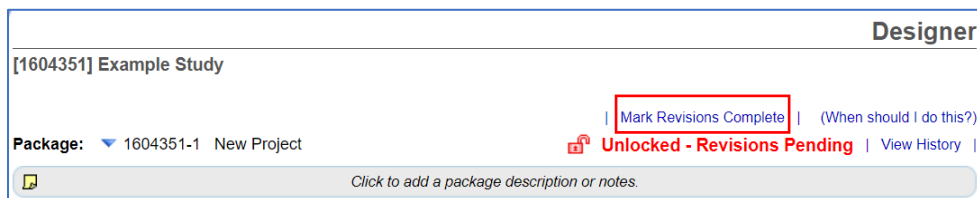
- Once you are in the study, you can access the package unlocked notification to review requested revisions (if needed) by clicking on the messages and alerts link the left-hand menus:



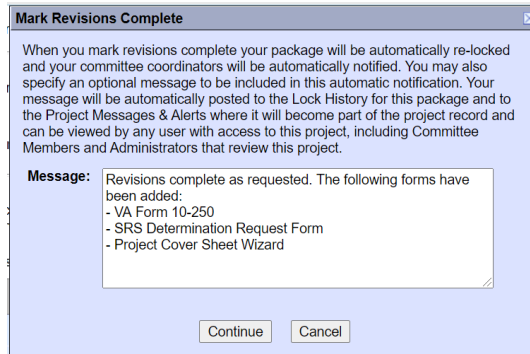
- Once you are ready to make the requested revisions, click the **Designer** tool from the left-hand **Project Administration** menus.
- From the **Designer**, there are several ways to add and edit the required documents:
 - Download a *missing* form from the **Research Administration** (for pre-review) or **Research and Development Committee** (for post-review) library. Once complete click **Attach a New Document** to add it.
 - To complete a *missing* Wizard, click **Start a Wizard** at the bottom. Once complete, it will show in your documents list.
 - To edit an existing document that was already uploaded, click the **pencil** icon next to the document that needs to be edited.



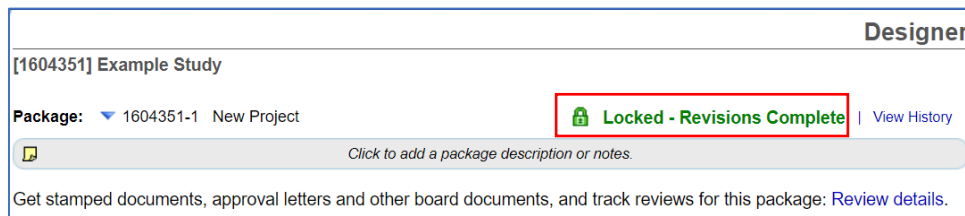
- Once all of the requested revisions have been made, you will need to re-lock the package. Do this by clicking **Mark Revisions Complete** at the top of the Designer Page:



9. A text box will appear where you can list the edits that were made to the study, fill it in and press **Continue**:



10. The lock at the top of the page should now be green and list **Locked – Revisions Complete**



11. The requested revisions have now been completed. IRBNet will email the Research Office with the text you included in Step 9. If the revisions are accepted, you will be notified when the project has been assigned for review. If further revisions are needed prior to review, you will receive another project unlocked `notification (see step 1).

If you have any questions about this process, please reach out to Mary.Medbery@va.gov