

# IRBNet Instructions for Central Michigan University

www.irbnet.org

## **X. How do you respond to the requests for revisions from CMU's IRB?**

*The simplest method of responding to the IRB is to create a Word file in which you respond to each request for clarification or revision. Do NOT submit the entire protocol again, unless specifically requested to do so.* Once you feel you have addressed all concerns, follow the instructions below for submitting your response to the IRB.

1. Go into IRBNet and select your study.
2. Click on "Project History"
3. In Step 1, make sure to choose your IRB Committee (1 if you are from Health Professions or Humanities, Social, and Behavioral Sciences, 2 if from any other department)
4. You can choose a form to download from "Select a Document" or you can create your own Word document, depending on the request from the committee
5. Click on "Add New Document" to upload your changes, clarifications, additions, etc.
6. Click on "Create New Package" Note that a second package is created. The Study History indicates all packages in the study lifecycle
7. Here you will see documents from the previously submitted package are referenced. At this point, you can choose to add a new document, by clicking on "Add new Document" (though you may have already done this). You can also save some time and simply update an older document, such as consent forms or recruitment materials. To do this, download the previous version to your computer, modify as required and save. Click on the pencil (update) icon. You will notice that the updated document no longer shows in the list of documents. This is okay. **Please note, however, that you should not use the update feature to reply to questions from the IRB.** That is, do not respond to clarifications, etc. by updating the initial protocol. The IRB would like a separate Word document in which you respond to each request. Other types of responses may delay the review of your revisions.
8. When your responses are complete, click on "submit this package."
9. You will not be required to obtain electronic signatures again for this step.