

How to submit a modification, continuing review, or adverse event to a protocol that received approval through IRBNet

Once you are logged in, click on “Compliance Protocols” and then click “Transitional IRB Request.”

A popup will appear that says, “Transitional Request.”

Fill out the form. Check the box that says, "Transitional Protocol." Enter the IRBNet information, including the record number and title. The PI will automatically default to the individual who started the form. To change the PI, see instructions titled "How to Change PI."

Click "Lock Form" in the top right corner. This will verify everything has been answered. Then click "Submit".

Your request will be routed to the Research Compliance Office. The RCO will upload all of your approved IRBNet documents into InfoEd, creating an InfoEd record for your previously approved research project. Once the RCO completes the transfer, you will receive an email stating your transitional request is approved.