

## ANNUAL PROGRESS REPORT SUBMISSIONS

***The submission of an annual report of an open study requires the creation of a subsequent PACKAGE in a project.***

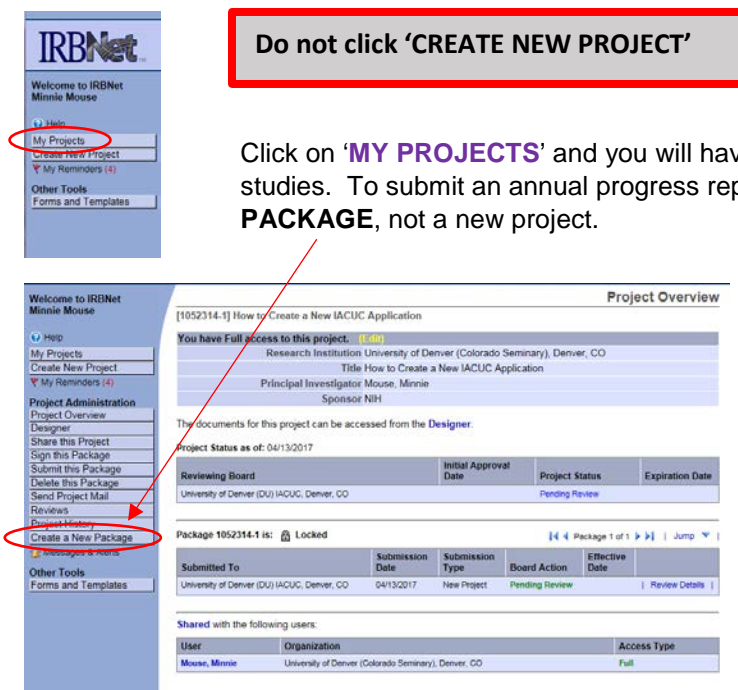
As part of the DU IACUC post-approval monitoring program, all IACUC-approved protocols must submit an annual progress report. Two electronic notices, at 60 day and 30 day intervals, are automatically generated by the IRBNet system to the PI reminding them to submit this report. The annual progress report must be posted in the IRBNet project **at least 3 weeks prior to the anniversary date of the initial approval** in order to allow sufficient time for IACUC review.

### Step 1: LOGIN

Login to IRBNet: [www.irbnet.org](http://www.irbnet.org) using your username and password. If you forgot your username or password, please click on the 'Forgot Password?' text in the upper right corner of the IRBNet homepage.

### Step 2: SELECT THE PROJECT

Select the **MY PROJECTS** tab. All of the studies that you have access to will be housed on this page.



**Do not click 'CREATE NEW PROJECT'**

Click on **'MY PROJECTS'** and you will have access to all of your existing studies. To submit an annual progress report, you need to create a new **PACKAGE**, not a new project.

The screenshot shows the IRBNet interface with the following elements:

- Navigation Menu:** My Projects (circled in red), Create New Project, My Reminders (4), Other Tools, Forms and Templates.
- Project Administration:** Project Overview, Designer, Share this Project, Sign this Project, Submit this Package, Delete this Package, Send Project Mail, Reviews, **Create a New Package** (circled in red), Other Tools, Forms and Templates.
- Project Overview:** [1052314-1] How to Create a New IACUC Application. You have Full access to this project. (L-DR). Research Institution University of Denver (Colorado Seminary), Denver, CO. Title How to Create a New IACUC Application. Principal Investigator Mouse, Minnie. Sponsor NIH.
- Table:**

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
University of Denver (DU) IACUC, Denver, CO		Pending Review	
- Package 1052314-1:** Locked. Package 1 of 1. Jump.
- Table:**

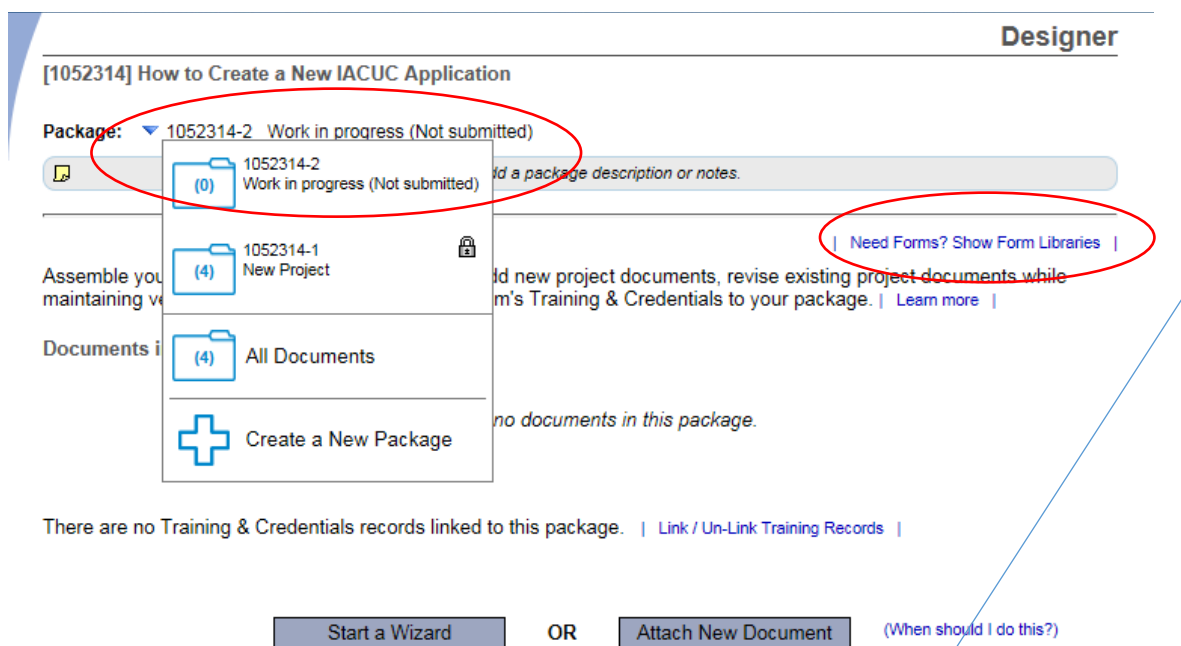
Submitted To	Submission Date	Submission Type	Board Action	Effective Date
University of Denver (DU) IACUC, Denver, CO	04/13/2017	New Project	Pending Review	
- Shared with the following users:**

User	Organization	Access Type
Mouse, Minnie	University of Denver (Colorado Seminary), Denver, CO	Full

### Step 3: CREATE A NEW PACKAGE

After clicking on 'Create New Package', you will be automatically directed to the **DESIGNER** screen where you can add documents for this package.

A **NEW DOCUMENT PACKAGE** will appear as a 'Work in progress (Not submitted)'. Please note that the initial submission is listed along with a folder of all documents that have been submitted for this research project.



**Designer**

[1052314] How to Create a New IACUC Application

Package: 1052314-2 Work in progress (Not submitted)

1052314-2 Work in progress (Not submitted)

1052314-1 New Project

All Documents

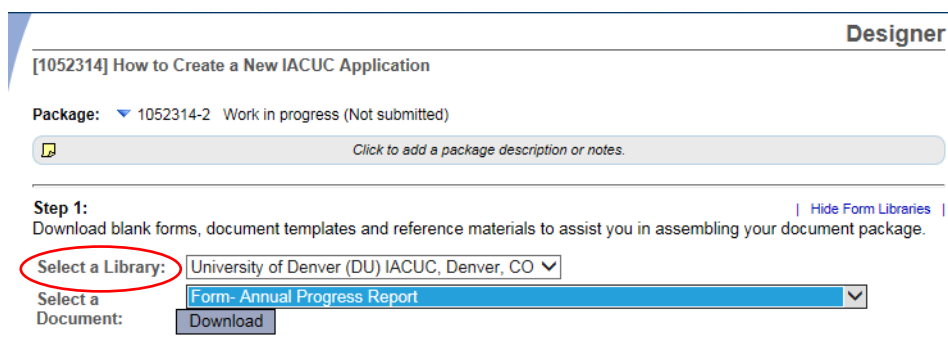
Create a New Package

Need Forms? Show Form Libraries

Start a Wizard OR Attach New Document (When should I do this?)

### Step 4: SELECT FORMS

The IACUC Annual Progress Report form is available through the DU IACUC Library of Forms & Templates. Click on the blue 'Need Forms? Show Form Libraries' link to select a document. Referencing the diagram below, select 'University of Denver (DU) IACUC, Denver, CO – Documents for Researchers' from the 'Select a Library' drop-down menu.



**Designer**

[1052314] How to Create a New IACUC Application

Package: 1052314-2 Work in progress (Not submitted)

Click to add a package description or notes.

Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package. Hide Form Libraries

Select a Library: University of Denver (DU) IACUC, Denver, CO

Select a Document: Form- Annual Progress Report

Download


Next, **Select a Document**: choose **Form – Annual Progress Report** from the drop-down options to begin building your package.

**Designer**

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[1052314] How to Create a New IACUC Application

Package: ▼ 1052314-2 Work in progress (Not submitted)

 [Click to add a package description or notes.](#)

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**Step 1:** [Hide Form Libraries](#) |  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:  ▼

Select a Document:  ▼

Open or save 'Annual Progress Report' form to your computer hard drive.

### Step 5: ATTACH FORMS

Complete the form and save it in the research folder associated with this protocol.


Go into IRBNet and click on '**Attach New Document**' on the **DESIGNER** page, select the correct document form from your hard drive and IRBNet will automatically post the document under Step 2: **Document in this Package**.

**Designer**

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[1052314] How to Create a New IACUC Application

Package: ▼ 1052314-2 Work in progress (Not submitted)

 [Click to add a package description or notes.](#)

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**Step 1:** [Hide Form Libraries](#) |  
Download blank forms, document templates and reference materials to assist you in assembling your document package.





Select a Library:  ▼

Select a Document:  ▼

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**Step 2:**  
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

















Documents in this Package:





Document Type	Description	Last Modified	
▼ (please select)	IACUC Report- Annual Progress.pdf	04/13/2017 06:28 PM	   

Continue to assemble your submission package through adding other forms from the IACUC Library, as needed, such a submitting an amendment application.

Repeat the steps to attach new documents until all documents have been uploaded to your package. If you need to **modify** or **change** a document, utilize the following icons:

Documents in this Package:

Document Type	Description	Last Modified	
(please select)	Section M - Non-Surgical Procedures.pdf	04/13/2017 02:36 PM	   
Application Form	Section A - Main IACUC Protocol Template (8).pdf	04/13/2017 02:10 PM	   
Other	Section G - Personnel Qualifications Form.pdf	04/13/2017 02:11 PM	   
Other	Section L - Non-Survival Surgery.pdf	04/13/2017 02:11 PM	   

- To remove a document from this package, click on the red 
- To revise document click on the pencil icon 
- To view the document click on the paper icon 
- To view and manage different versions of a document click on the icon 

### Step 6: LABEL FORMS





Once you have attached all the necessary documents to your study package, a list of your documents will be posted under Step 2: on the **DESIGNER** page.

If documents are not labeled, your application cannot be submitted.

**Step 2:**

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

Document Type	Description	Last Modified	
(please select)	IACUC Report- Annual Progress.pdf	04/13/2017 06:28 PM	   

The records linked to this package. | [Link / Un-Link Training Records](#) |

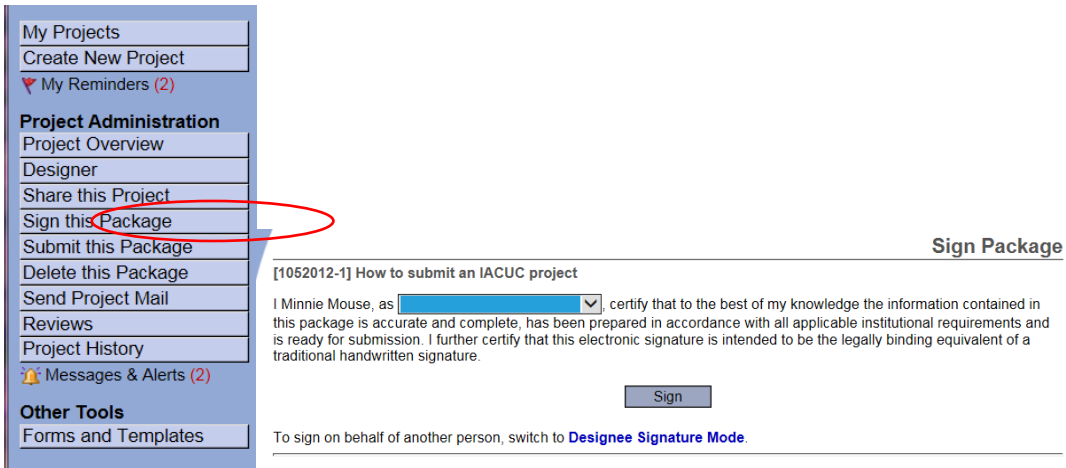
Wizard OR Attach New Document (When should I do this?)

### Step 7: SIGN PACKAGE

When all the necessary documents are uploaded to the package, the Principal Investigator must sign the package electronically. If you are completed this package on behalf of the PI, send an email to the PI using the 'Send Project Mail' function and request that the PI sign the package. The Principal Investigator **MUST** sign the package before it is submitted.

Click on **SIGN THIS PACKAGE** from the Project Administration Menu. Select your appropriate role from the dropdown box and click 'Sign'. The Principal Investigator, or if applicable, the

Faculty Advisor, **MUST** sign the package before it is submitted. Select your appropriate role from the dropdown box and click 'Sign'.



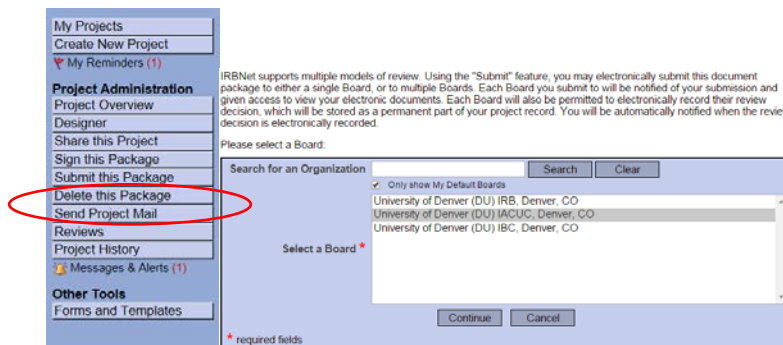
The screenshot shows a sidebar menu on the left with the following items: My Projects, Create New Project, My Reminders (2), Project Administration (Project Overview, Designer, Share this Project, **Sign this Package**, Submit this Package, Delete this Package, Send Project Mail, Reviews, Project History), Messages & Alerts (2), and Other Tools (Forms and Templates). The 'Sign this Package' option is circled in red. The main content area is titled 'Sign Package' and contains a form with a dropdown menu for the signer's name, a text area with a pre-filled statement, and a 'Sign' button. Below the form, there is a link to 'Designee Signature Mode'.

*If a submission is submitted without a PI signature the submission will not be accepted for review. For example, if a graduate student completes the application on behalf of the PI, the PI still needs to electronically sign the submission. This requirement verifies that the PI has reviewed and approves the application.*

Please note: The IACUC Office only accepts the **Standard Signature Mode** and does not utilize the Designee Signature Mode option.

### Step 8: **SUBMIT PACKAGE**

Once the PI has signed the package, click **SUBMIT THIS PACKAGE**. Select 'University of Denver (DU) IACUC, Denver, CO' in the "Search for Organization" drop down menu (this will be your default location and should be highlighted already).



The screenshot shows the same sidebar menu as the previous image, with 'Submit this Package' circled in red. The main content area displays a message about IRBNet's review models and a 'Please select a Board:' dialog box. The dialog box has a 'Search for an Organization' field with a search button and a list of organizations: University of Denver (DU) IRB, Denver, CO; University of Denver (DU) IACUC, Denver, CO; and University of Denver (DU) IBC, Denver, CO. The 'Continue' button is highlighted.

Then click the '**Continue**' button. In the Submission Type drop-down menu, select '**Continuing Review/Progress Report**' and click '**Submit**'. You may also send any comments or special request to the IACUC before clicking 'Submit'.

Submit Package

[1052314-2] How to Create a New IACUC Application

The following users at University of Denver (DU) IACUC will be automatically notified of your submission:  
Admin, Denver  
Skarda, Jay  
Travis, Mary

Submission Type: \*

You may also specify additional comments to be included in this notification.

Your Comments:

### Step 9: SUBMISSION CONFIRMATION

Once you hit the 'Submit' button, you will be given a confirmation showing the date and the individuals who received your submission.

Submit Package

Submission Confirmation - [1052012-1] How to submit an IACUC project

This package has been successfully submitted for review.

Submitted by Minnie Mouse to Denver Admin; Jay Skarda; Mary Travis; at University of Denver (DU) IACUC, Denver, CO on 03/29/2017.

These users will automatically receive notification of this submission.

Return to the [Project Overview](#).

*Keep in mind that once you click 'Submit' your study is now locked and you not allowed to attach any other documents or make revisions. Take the time to be sure all documents are attached and in the final version **prior to submitting**. Any incomplete submissions will not be reviewed by the IACUC and will be returned for corrections. If you need to make any changes after the package has been submitted and locked, please contact the IACUC Office at 303-871-2121 to request to have the package unlocked.*

*The IACUC Office does not have the administrative ability to load a document in an IRBNet package on behalf of the PI or any other research team member.*

### Step 10: PROJECT OVERVIEW

To review what has been sent, click [PROJECT OVERVIEW](#). **The submission will be under 'Pending Review' status until a decision by the board has been made.** Once a decision letter is formulated, an email will be sent to everyone who has full access and the letter and any supporting documents can be copied or printed.