How to Find the North Florida – IRB Protocol

1. Register in IRBNet ([www.irbnet.org](http://www.irbnet.org)) if you haven’t already done so
   - Directions on how to register in IRBNet

2. Log into IRBNet ([www.irbnet.org](http://www.irbnet.org))

3. Create a New Project or a New Package (depending on where you are in the review process)
   - **For New Projects** - Create a New Project if you haven’t already done so (directions below)
     - Click the “Create New Project” button on the left-hand side of the page
     - Include the project title and principal investigator information etc. then click Continue (this will bring you to the Designer page for your new project)
   - **For Revisions or Amendments** - Create a New Package if you haven’t already done so (directions below)
     - From the list of projects, click the title of the project you want to revise or amend
     - Click the “Project History” button on the left-hand side of the page
     - Click the “Create New Package” button (this will bring you to the Project Overview page for your new project)
     - Click the Designer button on the left-hand side of the page (or in the middle of the page, both buttons lead to the same Designer page)

4. Add or Revise the North Florida – IRB Protocol (depending on where you are in the review process)
   - **For New Projects**
     - Click the “Add New Document” button (from the Designer page)
     - Click the “Add” button in the second box (see image below)
If you’ve submitted through IRBNet before, you might see the following message:

**What would you like to do?**

- Create a new wizard from scratch.
- Clone one of my existing wizards.

[Continue] [Cancel]

If you clone one of your existing wizards from a different project, please make sure all the applicable information is updated throughout so there are no inconsistencies.

If you have never submitted a project through IRBNet before, you won’t see the above message. It should just take you to the first page of the North Florida – IRB Protocol (Instructions page). Click “Next” and begin completing the North Florida – IRB Protocol.

- **For Revisions or Amendments**
  - On the Designer page of your new project, find the list of “Documents from Previous Packages that you can Revise” (you might have to scroll down to see it)
  - In that list, find the North Florida – IRB Protocol
  - Click the pencil icon (✏️) to the right of the North Florida – IRB Protocol. This will most likely take you to a page with the title “Form Complete.” Use the drop down box on the top right of the page to jump to any section of the North Florida – IRB Protocol that requires revision. **Note:** make sure you click “Next” after adjusting each section to ensure your changes are saved.