Instructions for Subsequent Package Submissions to the IRB
<Modifications, Amendments, Closures, etc.>

1. In your My Projects page click on the title of the project to go to the Project Overview page.

2. Click the Project History button to the left.

3. Click the Create New Package button in the middle of the page.

4. Click the Designer button in the menu on the left side of the screen to work on documents for the new package via two methods:

   **Step 2:**
   Assemble your document package.

   New and Revised Documents in this Package:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Last Modified</th>
<th>Pkg Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closest Final Report</td>
<td>copy of ADL</td>
<td>02/04/2011 12:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

   IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. Learn more.

   - **Add New Document** (When should I do this?)
   - **OR**

   Documents from Previous Packages that you can Revise: (When should I do this?)

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Last Modified</th>
<th>Pkg Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>copy of ADL</td>
<td>02/04/2011 11:30 AM</td>
<td>02/04/2011</td>
</tr>
</tbody>
</table>

   Use the pencil icon to revise a document that is already in the package.

   Use the Add New Document Button to add new items to the subsequent package.

5. When you are finished working with the new package, sign the package using the “Sign This Package” button in the menu on the left side of the screen.

6. Important: Submit the subsequent package to the Baylor University Institutional Review Board using the “Submit This Package” button in the menu on the left side of the screen.

If you need additional assistance, contact the Baylor IRB at irb@baylor.edu