Online Document and Forms
Online Document

Title depends on oversight committee:
IRB: IRB Application Part A
IACUC or IBC: IACUC/IBC Application Form
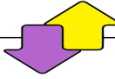**If the package is LOCKED, you will need to create a NEW PACKAGE!!**

To Complete the Online Document for a New Project:

1. Open the Package which needs a completed version of the On-Line Document.
2. Click "Designer" in the left-hand navigation bar.
3. Click "Add New Document".
4. Scroll-down to lowest blue box. Select the appropriate document for the required oversight (see above). Click "Add".
5. Now you are given the choice to "clone" a previous Online Document or to create a new one. Cloning will save you time by already filling in all the information from a previous submission. However, you MUST review all fields to ensure they are correct for the current study. It is likely that some fields will require revisions.
6. Now on the Wizard page, follow the on-screen instructions to complete the form.
7. You may Save and Exit at any time, then return at your convenience until form is complete.

To Revise Online Document in current or in an Amendment Package:

1. Navigate to the Designer page in open package via the left-hand navigation bar.
2. Select the document from the table of New or Previous Documents via the pencil icon.
3. Use the "Jump" tool, to navigate to the appropriate section of the Wizard. Be sure to Save and Exit.

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status		
1	South Alabama - IRB Application Part A	South Alabama - IRB Application Part A	12/19/2011 01:34 PM	12/19/2011	Modifications Required		

Forms

To Download the Forms for a Project:

1. Open the Package which needs documentation.
2. Click "Designer" in the left-hand navigation bar.
3. In Step 1, Select the appropriate library: IACUC, IBC, or IRB.
4. Then, Select the desired document. Click "Download" to save to your PC.

If this is a revision or you need to revise a document:

1. From the Designer page, click the page icon in the row with the document that needs revision.
2. It will open, make the needed changes, then save it to your PC.

This should be repeated for each document needed.

To Attach completed Forms to a Project:

1. Open the Package which needs documentation.
2. Click "Designer" in the left-hand navigation bar.
3. Click "Add New Document".
4. Choose Document type, then browse for the saved form on your PC.
5. Click "Attach"

To revise a document:

1. Open the Package which needs documentation.
2. Click "Designer" in the left-hand navigation bar.
3. Click the pencil in the row of the form you desire to update or revise.
4. Choose Document type, and then browse for the saved form on your PC.
5. Click "Attach"

Please reference the guides on the webpage below and your respective committee's webpage for assistance. If additional needs exist, please contact the appropriate personnel below:

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