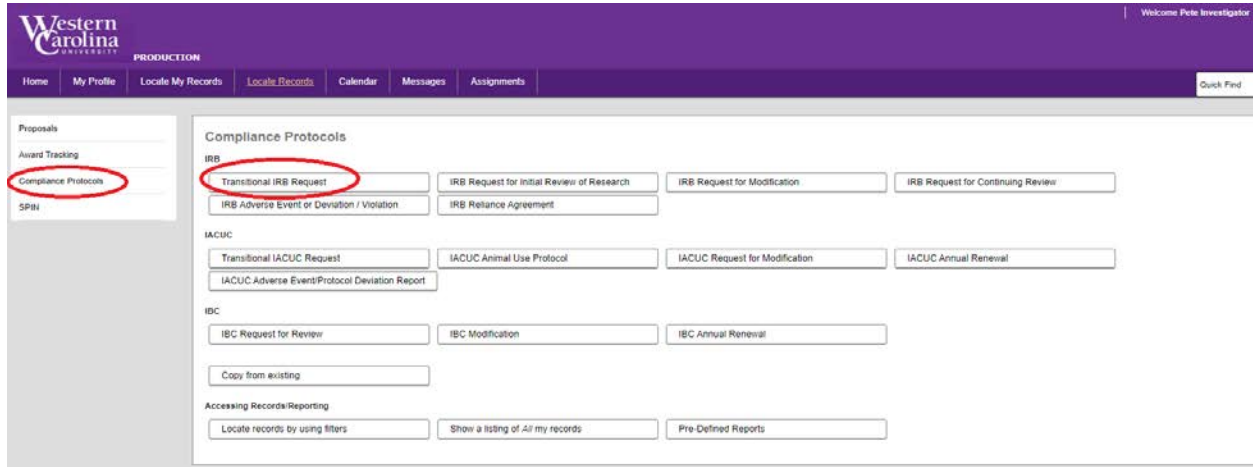


## How to submit a modification, continuing review, or adverse event to a protocol that received approval through IRBNet.

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



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

### TRANSITIONAL REQUEST

Only use this form if you need to request an amendment/modification, or to submit a continuing review or adverse event/protocol deviation for a protocol that received expedited or full board approval through IRBNet. This form should not be used for IRBNet protocols that received an exempt review. Any changes to an exempt protocol need to be submitted as a new research project in InfoEd.

After you submit this form, your protocol information will be transferred from IRBNet to InfoEd by the Compliance Office. Please do not submit an amendment, continuing review, or adverse event for your IRBNet approved project until you receive approval from the Compliance Office for this submission. Once you receive approval, you may submit an amendment, continuing review, or adverse event.

#### Protocol Type

IRB

#### \* Transitional Protocol

#### \* Current IRBNet Protocol Number

The number below is automatically generated. Please replace this number with the IRBNet protocol number.

2022-02-28-03

#### Current Protocol Title

New Protocol Created for Ms. Jamie Carson on 28-Feb-2022 2:54 PM

#### \* PI Name

Carson, Jamie

#### PERSONNEL

Personnel - Review  
[Delete](#)

[Add Personnel - Review](#)

#### Name

Carson, Jamie

#### Primary Investigator

#### Start Date

28-Feb-2022

#### End Date

#### Role

Fill out the form. Check the box that says, “Transitional Protocol.” Enter the *IRBNet* protocol 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.”

**Western Carolina University** | Graduate School and Research

Save Lock Form Submit

Category 7  
Category 8

Review Checklist Upload

### TRANSITIONAL REQUEST

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After you submit this form, your protocol information will be transferred from IRBNet to InfoEd by the Compliance Office. Please do not submit an amendment, continuing review, or adverse event for your IRBNet approved project until you receive approval from the Compliance Office for this submission. Once you receive approval, you may submit an amendment, continuing review, or adverse event.

**Protocol Type**  
IRB  \* Transitional Protocol Check this box.

\* **Current IRBNet Protocol Number**  
The number below is automatically generated. Please replace this number with the IRBNet protocol number.  
Enter the IRBNet protocol number. 2022-02-28-03

**Current Protocol Title**  
Enter the title of the project that was submitted to IRBNET. New Protocol Created for Ms. Jamie Carson on 28-Feb-2022 2:54 PM

\* **PI Name**  
Carson, Jamie

**PERSONNEL**  
Personnel - Review  
Delete

Name  
Carson, Jamie

Primary Investigator  Start Date 28-Feb-2022 End Date Role

Add the approved WCU affiliated personnel. NOTE- students will not populate in the personnel list if they have not requested InfoEd access. Student access may be requested from the InfoEd training page.

Add Personnel - Review

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.