



# LOCKED PACKAGES



## Important Notes:

- Packages are **LOCKED** or **UNLOCKED**, not Projects.
- Packages automatically **LOCKED** upon submission.
- No Package will be **UNLOCKED** once it has been made available to committee member(s) for review.
- For most activities, PIs must **Create a New Package**, not have one **UNLOCKED**!

Packages may be **UNLOCKED** to make minor changes/corrections to a package. To request a package be **UNLOCKED** you must “**Send Project Mail**” to the administrative staff, indicating why you are requesting the Lock to be removed.

### To do this:

1. Select the Project Title by clicking the blue text.
2. Select “send Project Mail” from the left-hand navigation bar.
3. Select the staff based upon the indicated board(s) they represent by clicking the checkbox.
4. In the message box, indicate that you need your package unlocked and why.
5. Click Send.

[46207-1] afsddfgn hmkhjdkdhf hbdyrd

Use this page to send communications to the Project Team or to the Board Contacts for any submitted package. Your message will also be automatically posted to the Project Messages & Alerts. Messages sent from this page become part of the project record and can be viewed by the Project Team and other users who have been granted access to this project as well as by Committee Members and Administrators that review this project.

**Project Team:** | Select All Project Owners Only | Select All | Un-Select All |

User	User Organization	Send Mail
Arlington, Sally	University of South Alabama, Mobile, AL	<input type="checkbox"/>

**Board Contacts:** | Select All | Un-Select All |

Pkg #	Pkg Type	Board	Contact Name	Send Mail
1	Funding/Grant	University of South Alabama Institutional Review Board (IRB), Mobile, AL	Administrator, Alice	<input type="checkbox"/>
1	Funding/Grant	University of South Alabama Institutional Review Board (IRB), Mobile, AL	Administrator, Ally	<input type="checkbox"/>
1	Funding/Grant	University of South Alabama Institutional Review Board (IRB), Mobile, AL	Administrator, Alonna	<input type="checkbox"/>

Subject \* IRBNet message from Alice Administrator

Message \* Re: [46207-1] afsddfgn hmkhjdkdhf hbdyrd

Please login to IRBNet to review this project.

Regards,  
Alice Administrator

Send Cancel

\* required fields

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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