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.

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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