

## Packages versus Projects



Packages are groups of documentation submitted to reply, request, or inform the oversight committee(s) about Projects.

<u>New Packages</u> are needed for the creation of any submission.

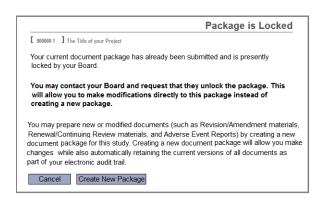
i.e.- amendments, continuing review, annual monitoring, revisions/modifications, adverse events, etc.

When creating <u>New Packages</u>, you should <u>NOT</u> be prompted to enter a title! If you are prompted to enter a title you are creating a <u>New Project</u>!

To Create a New Package:

- 1. Click the Title of the Project which needs a New Package.
- 2. Go to Designer.
- 3. Click "Add New Document" button (scroll down if not visible).
- 4. Choose to "Create New Package".
- 5. Click the blue "New Document Package".

## You are now on the Designer page of the New Package.



**<u>Projects</u>** are completely independent protocols, procedures, or other information describing the activities of a study.

<u>Projects</u> are only created ONCE! If you are prompted to enter a title you are creating a <u>New Project</u>!

<u>New Projects</u> are needed when a proposed new study requires initial approval by the oversight committee(s).

i.e.- new human subjects study, new animal activities, new type(s) of biological registrations.

## To Create a New Project:

- Click the "Create New Project" button in the left-hand navigation bar.
- 7. Enter the requested information: Title, Sponsor, PI Name, etc. Only the Title and PI Name are required.
- 8. Click the "Continue" button.

You are now on the Designer page of the New Project.

	University of South Alabama, Mobile, AL
Title:	*
Principal Investigator:	First Name:* Last Name:* Degree(s):
Keywords:	
Sponsor:	
You may specif number for this Internal Reference Nu	
	Continue Cancel

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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