

How to submit an Annual Review

1. To submit an Annual Review, log in to IRBNet, select “My Projects” from the left menubar, and select the protocol for which you want to file your review.
2. Click Designer, either on the menubar at the left or in the middle of the page in **blue**.
3. At the top of the screen, under “Step 1,” select the IACUC library in the first drop-down menu, then select “Annual Review” in the second drop-down menu. Click “Download.”
4. This downloads a template titled “Animal Study Protocol – Annual Review” form.
5. Fill out this form and save this document. If you have added any personnel, added animals, changed procedures, or made other changes to your protocol, *you must submit an amendment in a separate package*.
6. Click “Add New Document” in the Designer. You will receive a message saying that your current document package is locked. Click “Create New Package.”
7. You can upload your Annual Review form using the “Add New Document” button, then select “Other” from the pulldown menu in the upper box.
8. On the left menubar, click “Sign this Package.”
9. Finally, click “Submit this Package” on the left menubar, ***select the UMD IACUC***, and click “Continue” to submit.

NOTE: Once a package is submitted, it is locked and cannot be modified. Please do not submit until all documents are complete. In the event you accidentally submit the package before it is ready to be reviewed by the IACUC, please contact the IACUC staff immediately to request your package be unlocked. Be ready to provide the IRBNet ID number.