



Institutional Review Board

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STEPS TO SUBMIT Initial IRB Application

NOT REGISTERED?

STEP 1: Connect to www.irbnet.org

STEP 2: Click **NEW USER REGISTRATION**

- Complete the User Profile using your **@umd.edu** email address.
- Accept terms of IRBNet.org.
- Select "University of Maryland-College Park" for location.
- Create your password.
- Go to your email. You will have received an email from IRBNet.
- **Click the link** in the email to activate your account in IRBNet.

REGISTERED?

STEP 1: Log in to www.irbnet.org using your IRBNet username and password. This is NOT linked to your UMD Login.

STEP 2: Click **CREATE NEW PROJECT** and fill in the information about your study (title, names, etc).

STEP 3: Click **START A WIZARD** and select UMCP – IRB Initial Application - Part 1 from the second drop down box. Once complete, this will automatically create a PDF that is attached your project.

STEP 4: Click **DESIGNER** to download IRB forms. All IRB forms are located in the Document Library drop-down menu and can also be found under the **FORMS AND TEMPLATES** tab. Download the applicable forms and save the form(s) to your computer. You may complete and edit them at a later time.

NOTE: If you are submitting a Human Subject Research Determination Form, you need only to attach the complete HSRD Form, Sign the Package and Submit the Package.

STEP 5: Once you have completed the necessary IRB forms, you will need to attach them to your project. Go to **DESIGNER** to attach these documents. For each document you want to submit to the IRB, click **ATTACH NEW DOCUMENT** and follow the instructions.

STEP 6: Link your **CITI Training Record**. Click "**Link/Unlink Training Record**" just above the Add New Document button. Check the box next you training and click Save. If your training does not appear, it must first be added to your **User Profile** in the upper right corner of the IRBNet screen.

STEP 7: Click **SHARE THIS STUDY** and click **SHARE** at the top of the next page. Add anyone who you would like to have access to this project, such as a co-investigator or a research coordinator. To “share” your research with someone, they must have an IRBNet account.

NOTE: It is **REQUIRED** that you share your Initial Application with the appropriate IRB Liaison/Department Head in your College/Department in order to complete Step 8.

STEP 8: Click **SIGN THIS PACKAGE** and follow the instructions. Your advisor/co-investigator(s)/IRB Liaison must also sign prior to submission.

STEP 9: After all signatures have been obtained click **SUBMIT THIS PACKAGE**.

- Select “University of Maryland College Park IRB” in the “Search for Organization” drop-down menu.
- Be sure all documents are attached and in final form.
- Once you “SUBMIT,” the research cannot be edited unless you contact the IRB Office.

STEP 10: Click **STUDY OVERVIEW** to review what has been sent. Status will reflect “Pending Review” status until the review has been completed. If status reads “Work in Progress” you have not submitted the project.