

# Step by Step

## How to submit an IRB application via IRBNet

**Step 1** Connect to the internet – [www.irbnet.org](http://www.irbnet.org)

**Step 2** - Log in – First time users – 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.
- Now, go to your UMD email. You will have received an email from IRBNet.
- **Click the link** in the email to activate your account in IRBNet.

**OR** If you already have registered, just log in to [www.irbnet.org](http://www.irbnet.org) using your user name and password

**Step 3** - Click - [CREATE NEW PROJECT](#) and fill in the information about your study.

**Step 4 – If this is an Initial Application or your first entry for this protocol (Renewal/Addendum) in IRBNet you must complete the following:** Complete the IRBNet Document Wizard by clicking “Add a New Document” and selecting IRB Application Part 1. This will create a document online that captures necessary information for the IRB Office to conduct their review.

**Step 5** - Click - [DESIGNER](#) to browse and download IRB forms. All IRB forms are located in the Document Library drop-down menu. Please download **READ ME FIRST** to determine which forms are applicable for your submission. Second, open the applicable forms and Click - [SAVE](#) to save the form(s) to your computer. You may complete and edit them at a later time.

NOTE: If you exit the system after this step, you will need to log in again, click “My Projects”, and return to the DESIGNER screen.

**Step 6** – Once you have filled out the forms applicable to your submission on your computer, you will need to “Assemble Your Document Package.” For each document you want to submit to the IRB, click “Add New Document.” Then, select the Document Type, enter a description, and use the Browse button to locate the file on your computer. Repeat this step until all documents are uploaded.

**Step 7** - Click - [SHARE THIS STUDY](#) – Select anyone who you would like to have access to this research, such as a co-investigator or a research coordinator. **It is REQUIRED that you also share your study with the appropriate IRB Liaison/Department Head in your College/Department so that you can complete Step 9.**

Note: To “share” your research with someone, they must be registered in IRBNet.org and activate their account by clicking an email link sent by IRBNet.

**Step 8** – [SEND a QUICK E-MAIL](#) (*This stage is optional*) – Use this for a quick email note to anyone on your research team or your coordinator. This is also a useful tool for informing your Department Chair or other signatory official that the study is ready for their electronic signature.

**Step 9** – **Mandatory** – Click - [SIGN STUDY](#) – Your “Electronic” signature is accepted as a legal signature.

**NOTE:** Ensure that you have all electronic signatures from the appropriate signatories in your College. All investigator signatures and the required IRB Liaison/Department Chair signature must be present before the application will be accepted by the IRB Office. (The assurances at the bottom of the form tell you the number of signatures required)

**Step 10** – **Mandatory** - After all signatures have been obtained Click – [SUBMIT THIS STUDY](#).  
\*Select “University of Maryland College Park” 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 11** – **YOU MADE IT!** Click [Study OVERVIEW](#) to review what has been sent. Study will be under “Pending Review” status until the review has been completed.

\*An electronic IRBNet notification will be sent to your email confirming that the IRB has received your research study. Within 2-4 weeks, you will receive comments on your submission; once comments (if any) are resolved, you will receive a notification of approval along with a link to stamped documents.