

# GREATER BALTIMORE MEDICAL CENTER INSTITUTIONAL REVIEW BOARD

## INSTRUCTIONS FOR ACCESSING IRBNET AND SUBMITTING EVIDENCE OF HUMAN SUBJECTS RESEARCH TRAINING

### HOW TO CREATE AN IRBNET ACCOUNT

If you already have an IRBNet account, go to [www.irbnet.org](http://www.irbnet.org) and log in.

If you do not have an IRBNet account:

1. Go to [www.irbnet.org](http://www.irbnet.org). Click “New User Registration” and register as an IRBNet user. Be sure to “affiliate” with Greater Baltimore Medical Center.
2. When you have finished registering, you will receive an “IRBNet Activation Required” email. Be sure to click the link to complete your activation.

### HOW TO SUBMIT EVIDENCE OF HUMAN SUBJECTS RESEARCH TRAINING

1. Go to [www.irbnet.org](http://www.irbnet.org) and click “User Profile”
2. Click “Add a New Training & Credentials Record” under “Training & Credentials”
3. Select the document type of “Other”
4. Type in a description (e.g. Training Certificate)
5. Insert the “Effective Date”—the date the training was completed
6. Click “Browse” and locate the training document file
7. Click “Attach” to upload the training document
8. Click “Submit” to submit your training document to the IRB Office