

GREATER BALTIMORE MEDICAL CENTER INSTITUTIONAL REVIEW BOARD

HOW TO ASSEMBLE AND SUBMIT AN IRBNET PACKAGE FOR A NEW RESEARCH PROJECT

1. Create an IRBNet Account

Go to www.irbnet.org. Click “New User Registration” and register as an IRBNet user. Be sure to “affiliate” with Greater Baltimore Medical Center (GBMC).

If you have already registered and have an active IRBNet account, skip to #3.

2. Activate Your Account

When you have finished registering, you will receive an “IRBNet Activation Required” email. Click the link to complete your activation.

3. Assemble the Submission Package

Login to IRBNet. Click “Forms and Templates” under “Other Tools” on left side of screen and select the most appropriate application form for the type of new project you are proposing to conduct (e.g. prospective, retrospective).

Download and save the application form. Fill out the form.

Imbedded within the primary application form will be references (in red) to additional forms and/or documents that you will need to include in the submission package. Prepare these additional items as appropriate.

Be careful to answer all questions and follow all instructions as outlined on the required forms. Incomplete submission packages will be unlocked for correction and will not be forwarded to the IRB for final review until the requested revisions have been completed.

4. Upload the Forms and Documents into the Submission Package

Login to IRBNet. Click “Create New Project”. Fill in the “Project Information Screen” and click “Continue”. Follow “Step 2” on the “Designer” page by uploading/attaching the completed forms and documents, thereby assembling your package.

5. Sign the Package

When you have finished assembling the submission package, click “Sign this Package” on left side of screen. Follow the instructions.

The IRB Office will not process an unsigned package.

All submission packages must be signed by the designated principal investigator.

If you are not the designated principal investigator for the project, share the submission package with the principal investigator by clicking “Share this Project” on left side of screen and following the instructions:

- a. Click “Share”
- b. Select Greater Baltimore Medical Center (GBMC) as the organization
- c. “Search for a User” by typing in first or last name or a name fragment
- d. Select “Access Type” (Full, Write or Read)
- e. Click “Save”

The principal investigator must be registered and have an active IRBNet account in order to have the package shared with him/her. Once the principal investigator has been shared the package, he/she will have, going forward, access to the project’s entire file—all submission packages and documents.

When the package has been shared, notify the principal investigator that the package is ready for signing. You will receive an auto-generated IRBNet email when the package has been signed.

6. Submit the Package

Once the package is signed, login to IRBNet. Click “Submit this Package” on left side of screen. Follow the instructions. The IRB Office staff will receive an auto-generated IRBNet email notification that the package has been submitted.