IRB Process Overview

1. If you are doing research with human subjects, you need to complete an IRB in advance. Allow plenty of time for this process. Once you have finished your portion, receiving approval can take weeks. If you think you will need to do an IRB for a future project, but don't yet know the details, you can complete steps 2 and 3 in advance. Your training will be good for three years.
2. Create an account on [IRBNet](https://www.irbnet.org/release/index.html). If you need more guidance, check out the university’s instructions on the [UMD IRB website.](https://research.umd.edu/irb)
3. Complete IRB training at [CITI Program](https://www.citiprogram.org/) (when people say “CITI training,” this is what they mean). First, you will need to create an account using your UMD email. Then, complete the course titled, "Social & Behavioral Research - Basic/Refresher" from the "University of Maryland College Park Courses" drop-down menu. Although you could finish this training in one very long day, we highly recommend scheduling a few hours at a time over the course of several days.
4. Establish what type of IRB you think you need (exempt, expedited or full). Most iSchool research qualifies for an exempt or expedited review process. For the guidelines for each of the types of IRB review, see the [UMD IRB site](https://research.umd.edu/irb). If you’re still not sure, contact the IRB (301-405-4212)
5. If you have any unusual or complicating situations (e.g. a collaboration with another university or agency), [contact the IRB](https://research.umd.edu/irbcontact)to let them know about the situation and to ask them how best to proceed. Most likely, the IRB has conducted similar reviews in the past and will be able to help you to have a smooth application process.
6. Draft your proposal. Instructions and a template can be found [here](https://research.umd.edu/sites/default/files/documents/irb-forms/Steps_to_Submit-Initial_Application.pdf).” This is largely a "fill in the blank" process, so be sure to use the template from the beginning.
7. You will be submitting your proposal through IRBNet. Once you create the package in the system, share the package with all the research team members, as well as the iSchool IRB Liaison. You will need to attach CITI training certificates for all research team members. Before submitting, all researchers will need to sign the application. Help for linking your certificate can be found [here](https://research.umd.edu/sites/default/files/documents/irb-forms/IRBNet%20Registration%20and%20CITI%20Linking.pdf)and help for sharing the IRBNet application for signing can be found [here](https://research.umd.edu/irbfaqs#share)
8. After you submit your proposal, you will need to respond to the IRB administrators’ questions and recommendations. The IRB rarely accepts the first proposal submitted exactly as it is. You should plan to spend time revising your proposal.
9. If you make any changes to your research, remember that you must submit an amendment to your original proposal.
10. If your project lasts for more than a year, you will need to submit annual continuation requests to keep your approval.
11. At the end of your project, you must follow the close-out procedures with the IRB.
12. If you have any questions throughout the process, contact the iSchool's IRB Liaison or the UMD IRB Office at [irb@umd.edu](mailto:irb@umd.edu) or (301) 405-4212.

