

## IRBnet FAQs

Below are frequently asked questions regarding the use of our protocol submission system, "IRBnet." If you have further questions, please feel free to call the IACUC office for assistance ([Pam Lanford, 301-405-7295](tel:301-405-7295) or [Renee Kahn 301-405-4792](tel:301-405-4792)), – we want to get you through the process as quickly and efficiently as possible!

### **Q. Why do we use IRBnet?**

A. This online system allows us to perform paperless processing and archiving for our numerous submissions (protocols, amendments, annual reports). It also allows us to track animal numbers, species, personnel, and other important data and provides the facility managers and select husbandry staff the ability to check the protocol for important care details, such as feed and bedding requirements, enrichment exceptions, etc.

### **Q. Who can sign up for an IRBnet account and how [do I do this](#)?**

A. Individuals who will be submitting or (contributing to) research protocols may set up an IRBnet account. Please go to: [www.irbnet.org](http://www.irbnet.org). You will need a valid email address (it does not have to be a UMD email address, but it should be one you check often). Please select UMD College Park for your institution and follow the steps to set up an account.

### **Q. How do I submit a protocol in IRBnet?**

A. An animal study protocol typically has several components, and will take a number of steps to complete. Please look [in IRBnet](#) under Forms and Templates -> "University of Maryland College Park (UMCP) IACUC Forms for Researchers" for *How To* instructions on submitting protocols, submitting amendments, sharing your protocol with others, and other IRBnet functions. These documents take you through the process step by step.

### **Q. I can edit the ASP form (the "wizard" –based form) online, but I don't see how I can edit the section forms – how do I do this?**

A. The section forms (E-N) are not editable online – you must edit on your desktop, then re-upload them to IRBnet. We have kept these section forms separate because it allows us to edit them more quickly and easily (and inexpensively), unlike the online form, which has to be edited by IRBnet.

### **Q. I just submitted my protocol on IRBnet. How do I know that anyone in the IACUC office will see it?**

A. Anytime something is submitted to the UMD IACUC via IRBnet, the system sends an email to the IACUC staff to alert us that a new item has been received. The new item is listed in our submission manager, where we can view all of the documents you have uploaded to the package.

**Q. Who can see my protocol?**

A. Before you submit, only you and others with whom you've shared your protocol can see it. During review, your protocol is shared with all committee members. After submission, individuals with administrative access can also view your submission. This includes the IACUC staff, the [Attending Veterinarian](#), facility managers, and certain husbandry staff.

**Q. Can I just email the IACUC office my documents and have them upload them to IRBnet?**

A. No. The IACUC staff cannot function on both the protocol submission and the protocol review and approval sides of the process.

**Q. The IACUC has "unlocked" my protocol submission and I have uploaded the revised documents. What do I do next?**

A. Please be sure to click on "Mark Revisions Complete" at the top of the Designer page, to re-lock the package. This will turn the red lock to green, and will issue an email to the IACUC staff letting us know that you are done.

**Q. Getting around in IRBnet is tricky, even with the *How To* documents. Can I get additional help?**

A. Yes. If you are having trouble figuring out how to upload new documents or submit a protocol, please feel free to call Pam Lanford ([301-405-7295](tel:301-405-7295)) or Renee Kahn ([301-405-4792](tel:301-405-4792)), who will be happy to walk you through it. We find that a quick phone call usually gets things on track, however we are also happy to come and do a brief training (or retraining) on how to use the system.

**Q. As PI, can I allow someone else from my lab to submit protocols for me?**

A. Yes and No. You may give others access to your protocol and they can submit documents to the system, however, as the PI on the project, you must sign the protocol prior to submission. PIs are typically those who have faculty status (of one type or another) at UMD, and who have responsibility for the proper implementation of the research study.

**Q. Can a graduate student serve as a PI?**

A. No. Students must have their faculty advisor sign off as PI on their protocol submissions in IRBnet.