



**Institutional Review Board**

1204 Marie Mount Hall • 7814 Regents Drive • College Park, MD 20742 • 301-405-4212 • [irb@umd.edu](mailto:irb@umd.edu)

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**STEPS TO SUBMIT  
Amendment or Continuing Review Application**

**STEP 1:** Log in to [www.irbnet.org](http://www.irbnet.org) using your IRBNet username and password. This is NOT linked to your UMD Login.

**STEP 2:** Click **MY PROJECTS** and click the title of the project you wish to modify.

**STEP 3:** Click the **CREATE NEW PACKAGE** button on the left of the screen under the Project Administration heading. This will create a new package so you can upload and submit your Amendment/Continuing Review/etc.

**STEP 4:** Click **DESIGNER** to access the Document Library drop-down menu to download the applicable form(s). These can also be found under the **FORMS AND TEMPLATES** tab. Download the applicable forms and save the form(s) to your computer. You may complete and edit them at a later time.

**STEP 5:** Once you have completed the necessary IRB forms, you will need to attach them to your project. Go to your new package and click **DESIGNER** to attach these documents. For each document you want to submit to the IRB, click **ATTACH NEW DOCUMENT** and follow the instructions or drag and drop the documents in the lower right corner of the screen. You will need to choose a Document Type by clicking the blue, drop down arrow located next to the red, “please select” text.

**STEP 6:** Click **SIGN THIS PACKAGE** and follow the instructions.

**STEP 7:** Click **SUBMIT THIS PACKAGE**.

- Select “University of Maryland College Park IRB” 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 8:** Click **STUDY OVERVIEW** to review what has been sent. Status will reflect “Pending Review” status until the review has been completed. If status reads “Work in Progress” you have not submitted the project.

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**NOTE:** DO NOT create a new project to submit a new document. This will be immediately withdrawn. The correct way to submit a new transaction for a currently approved project, is to CREATE A NEW PACKAGE as described above.