

Junior Faculty Fall Training (2023)

Institutional Review Board (IRB)

UNIVERSITY OF
MARYLAND
EXTENSION

**FEARLESSLY
FORWARD**

11/17/2023



University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.





AND JUSTICE FOR ALL

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U. S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1666 or (202) 690-7442; or
email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación de sexual), edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles.

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U. S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o
fax:
(833) 256-1666 o (202) 690-7442; o
correo electrónico:
program.intake@usda.gov.
Esta institución ofrece igualdad de oportunidades.

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Learning Objectives

Upon completion of this training, Junior Faculty will be able to:

- Establish a new IRBNet registration and profile
- Create a new and amend an existing IRB package
- Complete and upload forms for IRB review
- Sign and submit the IRB package for approval



Key Topics

- Human Subjects Research
- IRB Definition, Support, and Approval Process
- IRB Best Practices
- Evaluation and Reporting_Support
- Outcomes: What Was Learned
- Questions and Reference Tools





Human Subjects Research

History | Requirements



Human Subjects Research

➤ History | 1974 National Research Act

Tuskegee Syphilis Study | 1932 - 1972

Signed by President Richard Nixon | July 12, 1974



Human Subjects Research | Requirements

Conducting a study without IRB Approval or can result in...

- Non publication of articles in journals
- Termination of research privileges at UMCP
- Risk of suspended research activities at the institution

 *IF UNSURE, CONTACT THE IRB STAFF AT irb@umd.edu
301.405.4212 | 1204 Marie Mount Hall*



A large red geometric graphic on the left side of the slide, consisting of a white triangle pointing right, partially overlapping a larger red triangle pointing left.

IRB

Definition | Support

IRB | Definition



INSTITUTIONAL
REVIEW
BOARD

“a governing body that performs ethical review of proposed research to ensure the protection of the rights and welfare of human participants”, and

“approves the initiation of and conducts periodic reviews of research involving human participants.”



IRB | Support

As UME's **IRB Liaison**...

- Administratively reviewing all initial applications before submission to IRB
 - Appropriate signatures, required documents, and linked CITI training
- Sign the initially completed IRB package



IRB | Support

As UME's **Evaluation and Reporting Services...**

- Program design
- Logic model development
- Evaluation planning & design
- Data collection/analysis methods
 - Survey design
 - Qualtrics



IRB | Support (UMD IRB Staff)

- **Joe Smith** | Director, Human Research Protection Program
- **Dawn Roy** | Senior IRB Analyst
- **Steven Smathers** | IRB Analyst



IRB | Support (UMD IRB Staff cond.)

- **Jenn Blackburn** | Quality Assurance Program Manager
- **Vidhi Rami** | IRB Specialist – Reliance Agreements
- **Samantha (Sam) Martocci** | IRB Specialist – Educ. & Improvement
- **Mireia Toda Cosi** | IRB Support

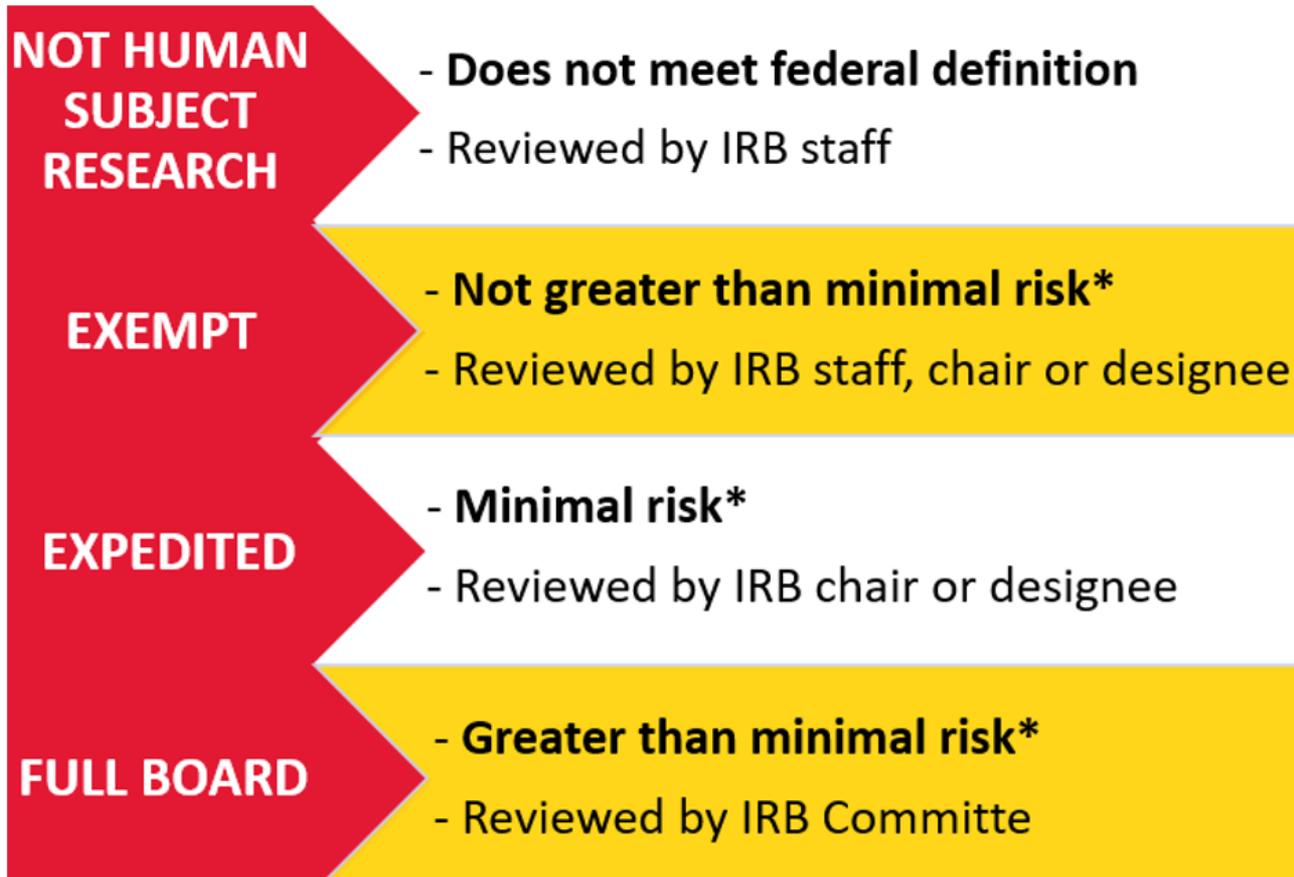


A large red geometric graphic on the left side of the slide, consisting of a white triangle pointing right, partially overlapping a larger red triangle pointing left.

IRB

Review Paths

IRB | Review Paths



IRB | Review Paths

Minimal Risk is defined as...

“the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life or during the routine physical or psychological examination or tests.



A large red geometric graphic on the left side of the slide, consisting of a white triangle pointing right, partially overlapping a larger red triangle pointing left.

IRB

Approval Process

IRB | Approval Process

- Complete and link CITI training certification
- Create IRBNet profile
- Create new or amend existing IRB package
- Upload necessary documents
- Sign & submit package





**Complete and Link
CITI Training
Certification**





[Courses](#) [Organizations](#) [Individuals](#) [About](#)

[Support](#) [FAQ](#) [Contact Us](#)



[Register](#)

[Log In](#)

[Home](#) > [Courses](#) > [Human Subjects Research \(HSR\)](#) > [Social-Behavioral-Educational \(SBE\) Comprehensive](#)

Social-Behavioral-Educational (SBE) Comprehensive

This course provides an expansive review of human subjects research topics for social-behavioral-educational researchers.

ORGANIZATIONS

[LEARN MORE](#)

LEARNERS

[BUY NOW](#)

INTERESTED?

[Demo Course](#)

CITI Training Certification

Registration

www.citiprogram.org

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LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🔍

University of Maryland

University of Maryland Baltimore

University of Maryland College Park

University of Maryland Eastern Shore

CITI Training Certification

Registration

www.citiprogram.org

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To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

[Continue To SSO Login / Instructions](#)



[See our full list of SSO-enabled organizations](#)

CITI Training Certification

Registration

www.citiprogram.org

 **DIRECTORY ID**



PASSPHRASE



DON'T REMEMBER LOGIN



For security reasons, please log out and exit your Web browser when you finish accessing services that require authentication.

The Division of IT will never ask you to put your passphrase into an email message, but scammers will.

Do not share your passphrase with others!



[My Courses](#)

[My Records](#)

[My CE/CMEs](#)

[Support](#)



English ▼
Dacia Randolph
ID 7004225

CITI Training Certification

Registration

www.citiprogram.org

Welcome, Dacia

[Add Institutional Affiliation](#)

[Register as Independent Learner](#)

2

Courses Completed

5

Years of Membership

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed

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CITI Training Certification

University Affiliation
www.citiprogram.org

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University of Maryland College Park



View Courses

University of Nevada, Reno

View Courses

Would you like to affiliate with another Institution?



Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

CITI Training Certification

University Affiliation
www.citiprogram.org

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

If your organization is using Single Sign-On, please find it [here](#). 

Affiliate with an Institution

CITI Training Certification

University Affiliation
www.citiprogram.org

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

If your organization is using Single Sign-On, please find it [here](#).

University of Maryland|

University of Maryland Baltimore

University of Maryland Center for Environmental Science

University of Maryland College Park

University of Maryland Eastern Shore

University of Maryland, Baltimore County

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Affiliate with an Institution

[Home](#) › [Profiles](#) › Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

If your organization is using Single Sign-On, please find it [here](#).

University of Maryland College Park



I AGREE to the [Terms of Service](#) for accessing CITI Program materials.



I affirm that I am an affiliate of University of Maryland College Park. 

CITI Training Certification

University Affiliation
www.citiprogram.org

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Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

If your organization is using Single Sign-On, please find it [here](#).

University of Maryland College Park

- I AGREE to the [Terms of Service](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of University of Maryland College Park. 

Continue



CITI Training Certification

Add a Course

www.citiprogram.org

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Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Maryland College Park



View Courses

University of Nevada, Reno

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

CITI Training Certification

Add a Course

www.citiprogram.org

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Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

This question is required. Choose one answer.

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
-  Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Biomedical Research - Spanish
- Social and Behavioral Research - Spanish

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Add a Course

www.citiprogram.org

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Question 7

COVID-19: Back to Campus (2020-2023), Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccine, and Mental Health for Higher Ed and Healthcare

I wish to access the free courses *above* and acknowledge that I have read and understood the statement below:

These courses were developed or reviewed by medical, research, and environmental health and safety professionals. The Back to Campus course was developed in coordination with the Association of American Medical Colleges (AAMC). Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. The information in these courses must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

NOTE: Access to this course will terminate on 1 March 2023.

COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare.

This question is required. Choose one answer.

- Yes
- No

Submit

CITI Training Certification

Complete New or Refresher Course

www.citiprogram.org

NEW COURSE

*Social & Behavioral Research
Investigators

REFRESHER COURSE

*Social & Behavioral Research –
Basic/Refresher

CITI Training Certification

Certificate

www.citiprogram.org

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Completion Date
Expiration Date
Record ID

This is to certify that:

Learner's First and Last Name

Has completed the following CITI Program course:

Not valid for renewal of certification
through CME.

<< Name Given by Organization >>

(Curriculum Group)

<< Name Given by Organization >>

(Course Learner Group)

<< Set-up by Organization >>

(Stage)

Under requirements set by:

<< Organization Name >>

CITI
Collaborative Institutional Training Initiative

This GCP training contains all of the attested CITI Program modules from the <<CourseNameVersion # >>. This ICH E6 GCP Investigator Site Training meets the Minimum Criteria for ICH GCP Investigator Site Personnel Training identified by TransCelerate BioPharma as necessary to enable mutual recognition of GCP training among trial sponsors.

Verify at citiprogram.org/verify/<<uniqueLink>>

CITI Training Certification

Locate Certificate

www.citiprogram.org

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Institutional Courses

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University of Maryland College Park



View Courses

University of Nevada, Reno

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

CITI Training Certification

Locate Certificate

www.citiprogram.org

Completed Courses

[Learner Tools](#)

University of Maryland College Park

Social & Behavioral Research - Basic/Refresher

Stage 1 - Basic Course

Passed 08-Mar-2023

Review Course

View - Print - Share Record



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CITI Training Certification

Locate Certificate

www.citiprogram.org

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)

[Copy Link](#) 

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)

[Copy Link](#) 



[Add to LinkedIn](#)



Welcome to IRBNet
Joe Researcher

My Projects

Create New Project

My Reminders

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

Messages & Alerts

Other Tools

Forms and Templates

 **Create IRBNet Profile**
IRBNet.org



IRBNet Profile

New Registration

www.IRBNet.org



Login:

 [New User Registration](#) | [? Forgot Your Password?](#)

[Register Now](#)

Don't have an existing account? Registering is a simple two step process:

1. Complete the registration information below. Once you register you will automatically be sent an activation email to verify that your email address is valid.
2. Click on the link contained within your activation email to verify that your email address is valid and to activate your account.

IRBNet Profile

New Registration

www.irbnet.org

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First Name:

Last Name:

Email Address:

Verify Email Address:

Phone Number:

Your Research Institution or Organization:

If you do not see your organization listed you may [add a new organization](#).

Choose a Username and Password for your new account. You can use this Username and Password to access all IRBNet services.

Username:

Password:



Verify Password:



Continue

Cancel

IRBNet Profile

Link CITI Certificate
www.irbnet.org

IRBNet™

Welcome to IRBNet
Dacia Randolph

[Help](#)

- [My Projects](#)
- [Create New Project](#)
- [My COI](#)
- [My Reminders \(81\)](#)

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:

Search By Tag:

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.

 [Add a New Training & Credentials Record](#)

[Show all Versions](#)

	Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
	590303.2	CITI Human Subject Research	CITI gp 1		03/08/2023	03/08/2026	03/08/2023 01:49 PM	Accepted	   Submit  
	791361.1	▼ Other	CITI Training CR#26228252 : Group 943- Group 1 Social Behavioral Research Investigators and Key Personnel Group., Stage 1-Basic Course		02/18/2018	02/17/2023	03/08/2023 10:17 PM	Not Submitted	    Submit 

IRBNet helps you maintain the history of each of your Training & Credentials records as you add new versions. When you add a new version of a record, it is automatically grouped together with the previous versions of your record within the Document History. For example, you can have your updated training certificate automatically grouped together with your previous expired certificates for the same training course so that you can easily see the history of your course certifications. Similarly, you can have your updated resume automatically grouped together with the previous versions of your resume so that you can easily see the history of the resumes you have used over time.

If the record that you are adding is a new version of an existing record please select the existing record to assure your new version is properly organized into the correct Document History:

Select	Document Type	Description	Cr	Effective Date	Expiration Date	
<input type="radio"/>	CITI Human Subject Research	CITI gp 1		03/08/2023	03/08/2026	 
<input type="radio"/>	Other	CITI Training CR#26228252: Group 943-Group 1 Social Behavioral Research Investigators and Key Personnel Group., Stage 1-Basic Course		02/18/2018	02/17/2023	 
<input checked="" type="radio"/>	None of these					



Continue

Cancel

You are adding a new Training & Credentials record.

Document Type: * 

Description:

Credits/Credit Hours (if applicable):

Effective Date: * 

Expiration Date: 

File: * No file chosen



Attach

Cancel

* required fields

Welcome to IRBNet
Joe Researcher

My Projects

Create New Project

My Reminders

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

Messages & Alerts

Other Tools

Forms and Templates

 **Create New & Amend
Existing IRB Package**



New IRB Package

← → ↻ irbnet.org/release/projects.do

[USER PROFILE](#) [LOGOUT](#)

IRBNetTM



Welcome to IRBNet
Dacia Randolph

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

[? Help](#)

[My Projects](#)
[Create New Project](#)
[My COI](#)
[My Reminders \(81\)](#)

Search:

Search By Tag:

Search

Clear



New IRB Package

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: *	<input type="text" value="University of Maryland College Park (UMCP), College Park, MD"/>		
Title: *	<input type="text" value="Program Evaluation Study"/>		
Local Principal Investigator:	First Name: *	<input type="text" value="Joe"/>	
	Last Name: *	<input type="text" value="Researcher"/>	Degree(s): <input type="text"/>
Keywords:	<input type="text" value="agriculture, 4-H, family and consumer sciences, environment"/>		
Sponsor:	<input type="text"/>		
Internal Reference Number:	<input type="text"/>		
		<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

* required fields



New IRB Package

Designer

[2131132] Program Evaluation Study

Package: ▼ 2131132-1 Work in progress (Not submitted)



Click to add a package description or notes.

Step 1:

| [Hide Form Libraries](#) |

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

University of Maryland College Park (UMCP) IRB, College Park, MD ▼

Select a Document:

University of Maryland College Park (UMCP) IACUC, College Park, MD

University of Maryland College Park (UMCP) IRB, College Park, MD

Step 2:

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:



New IRB Package

Step 1:

[Hide Form Libraries](#)

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

University of Maryland College Park (UMCP) IRB, College Park, MD

Select a Document:

(1) READ ME FIRST

Download

Step 2:

Assemble your documents while maintaining version history.

Documents in this Package

There are no Training & Deviation Reports
There are no COI Disclosures

- (1) READ ME FIRST
- (2) Initial Application Part 2 Completion Instructions
- (3) Initial Application Part 2 Template
- (4) Consent Form Completion Guide
- (5) Consent Form Template
- (6) Consent Waiver Criteria
- (7) Amendment Application
- (8) Continuing Review Application
- (9) Continuing Review Application (Full Board ONLY)
- Adverse Event / Unanticipated Problem Report
- Closure Report Form
- Deviation Report Template
- FMRI Adult Consent Form Template
- FMRI Initial Application Part 2 Template
- FMRI Minor Assent Form Template
- FMRI MNC Safety Screening Form 7-14-22
- FMRI Parental Consent Form Template
- Human Subject Research Determination Form
- Parental Consent Form Template
- Photo Consent & Release Consent

Review existing project documents while assembling your package. | [Learn more](#)

[Link Training Records](#)

[Records](#)

Document

(When should I do this?)



New IRB Package

Step 2:

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

There are no COI Disclosures linked to this package. | [Link / Un-Link COI Disclosures](#) |



Start a Wizard

OR

Attach New Document

(When should I do this?)



New IRB Package

Step 2:

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

There are no documents in this package.



There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

There are no COI Disclosures linked to this package. | [Link / Un-Link COI Disclosures](#) |

Start a Wizard

OR

Attach New Document

[\(When should I do this?\)](#)



[Register Now](#)

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2. Click on the link contained within your activation email to verify that your email address is valid and to activate your account.

IRB Package

Amend a Package
www.irbnet.org

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**FEARLESSLY
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First Name:

Last Name:

Email Address:

Verify Email Address:

Phone Number:

Your Research Institution or Organization:

If you do not see your organization listed you may [add a new organization](#).

Choose a Username and Password for your new account. You can use this Username and Password to access all IRBNet services.

Username:

Password: ?

Verify Password:



Continue

Cancel

IRB Package

Share A Package
www.irbnet.org

Welcome to IRBNet
Dacia Randolph

Help

- My Projects
- Create New Project
- My COI
- My Reminders (360)

Other Tools
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 10 of 111

Welcome to IRBNet
Dacia Randolph

Help

- My Projects
- Create New Project
- My COI
- My Reminders (356)

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History
- Messages & Alerts (1)

Other Tools
Forms and Templates

Project Overview

You have Full access to this project. | [Edit](#) |

Research Institution University of Maryland College Park (UMCP), College Park, MD

Title

Principal Investigator

Keywords

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 11/09/2023

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
There is no Project Status information to display as of 11/09/2023.			

Package 2118543-1 is: **Work in progress**

Package 1 of 1 | [Jump](#) |

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
This package has not been submitted.				

Shared with the following users:

User	COI	Organization	Access Type
	⚠	University of Maryland College Park (UMCP), College Park, MD	Full
Randolph, Dacia	⚠	University of Maryland College Park (UMCP), College Park, MD	Full

UNIVERSITY OF
MARYLAND
EXTENSION

FEARLESSLY
FORWARD

Share Project

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

User Name	Organization	Access Type
	University of Maryland College Park (UMCP), College Park, MD	Full

Share Project

You may share this project with other users. Sharing a project consists of three steps:

1. Select an organization to display a list of users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization

Organization types to display Research Institutions Boards Sponsors

Select an Organization*

* required fields

Share Project

Specify the access that you wish to grant to each user at **University of Maryland College Park (UMCP)**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User 

Search for a User

User	Access Type			
Kim, Hyunki	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kim, Hyuntae	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kim, Jain	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kim, James	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kim, Jarim	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kim, Jason	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kim, Ji Hyun	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kim, Ji Youn	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kim, Jinhee	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Kim, Jinyhup	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access

   41 - 50 of 133

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

Your Comments

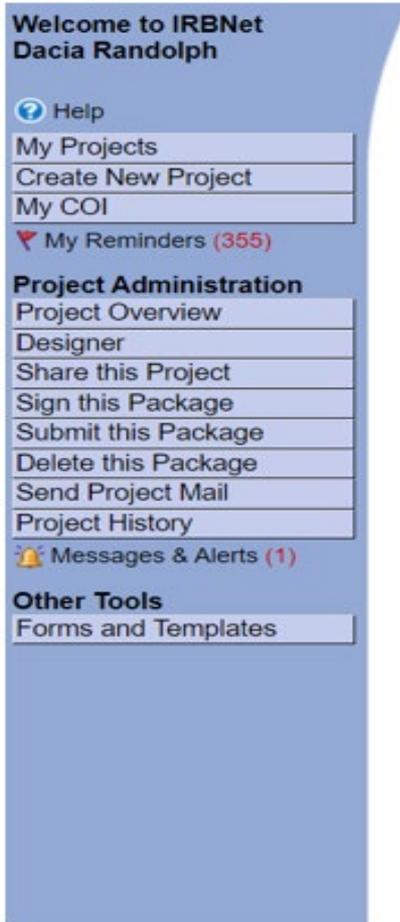




Upload Necessary Documents



IRB Package | Forms & Documents



Welcome to IRBNet
Dacia Randolph

[Help](#)

[My Projects](#)

[Create New Project](#)

[My COI](#)

[My Reminders \(355\)](#)

Project Administration

[Project Overview](#)

[Designer](#)

[Share this Project](#)

[Sign this Package](#)

[Submit this Package](#)

[Delete this Package](#)

[Send Project Mail](#)

[Project History](#)

[Messages & Alerts \(1\)](#)

Other Tools

[Forms and Templates](#)

- Initial Application Part I and II
- Consent Form | Consent Waiver
- Questionnaire | Survey
- Recruitment Script | Advertisement | Flyer



IRB | Forms and Documents

Additional Forms

- Awarded Grant Application (no longer a requirement)

IV. Funding Information

N/A

Note: A copy of the awarded grant application (minus budgetary information) must be provided.

Status	Funding Type	Sponsor Name	ORAA #	COI
--------	--------------	--------------	--------	-----

Funding Title:

- Prior to IRB Protocol Approval Account Authorization Form



Sign & Submit Package



SIGN & SUBMIT IRB PACKAGE

Welcome to IRBNet
Dacia Randolph

Help

- My Projects
- Create New Project
- My COI
- My Reminders (360)

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Create a New Package
- Messages & Alerts (7)

Other Tools

- Forms and Templates

Sign Package

I Dacia Randolph, as this package is accurate and ready for submission in traditional handwritten form, certify that to the best of my knowledge the information contained in this package is accurate and prepared in accordance with all applicable institutional requirements and that my electronic signature is intended to be the legally binding equivalent of a handwritten signature.

To sign on behalf of a

This package has been

Date
09/22/2023 03:38 PM
09/22/2023 10:11 AM

Administrative Reviewer
Advisor
Associate Investigator
Auditor
Author
Co-Investigator
Department Head
Department Representative
Institutional Official
Monitor
Other Signatory
Principal Investigator
Research Coordinator
Scientific Reviewer
Sponsor
Statistician
Sub-Investigator
Team Member

Sign

See Signature Mode.

Role	
Department Representative	Details
Principal Investigator	Details

SIGN & SUBMIT IRB PACKAGE

Welcome to IRBNet
Dacia Randolph

Help

My Projects

Create New Project

My COI

My Reminders (360)

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History

Create a New Package

Messages & Alerts (20)

Other Tools

Forms and Templates

Project Overview

You have Full access to this project. | Edit |

Research Institution

Title

Principal Investigator

The documents for this project can be accessed from the **Designer**.

Project Status as of: 11/17/2023

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
University of Maryland College Park (UMCP) IRB, College Park, MD	07/21/2023	Active - Open to Enrollment	

Locked

Package 3 of 3 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
University of Maryland College Park (UMCP) IRB, College Park, MD	09/29/2023	Amendment/Modification	Approved	10/19/2023	Review Details

Shared with the following users:

User	COI	Organization	Access Type
Randolph, Dacia		University of Maryland College Park (UMCP), College Park, MD	Full

SIGN & SUBMIT IRB PACKAGE

Designer

Package:  New Project

  **Locked** | [View History](#) |

 *Click to add a package description or notes.*

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

Time for
a break!



WELCOME
back



What We've Covered

- Human Subjects Research
- IRB Definition and Support
- IRB Review Path
- IRB Approval Process



A large red geometric graphic on the left side of the slide, consisting of a white triangle pointing right, partially overlapping a larger red triangle pointing left.

IRB

Best Practices

IRB | Best Practices



Alex Chan, Ph.D.
Senior Agent, Mental Health Specialist



Samantha (Sam) Martocci
IRB Specialist



A large, bright yellow arrow graphic pointing to the right, positioned on the left side of the slide. It is composed of two overlapping triangular shapes that form a larger arrow pointing towards the right.

Outcomes

What Was Learned

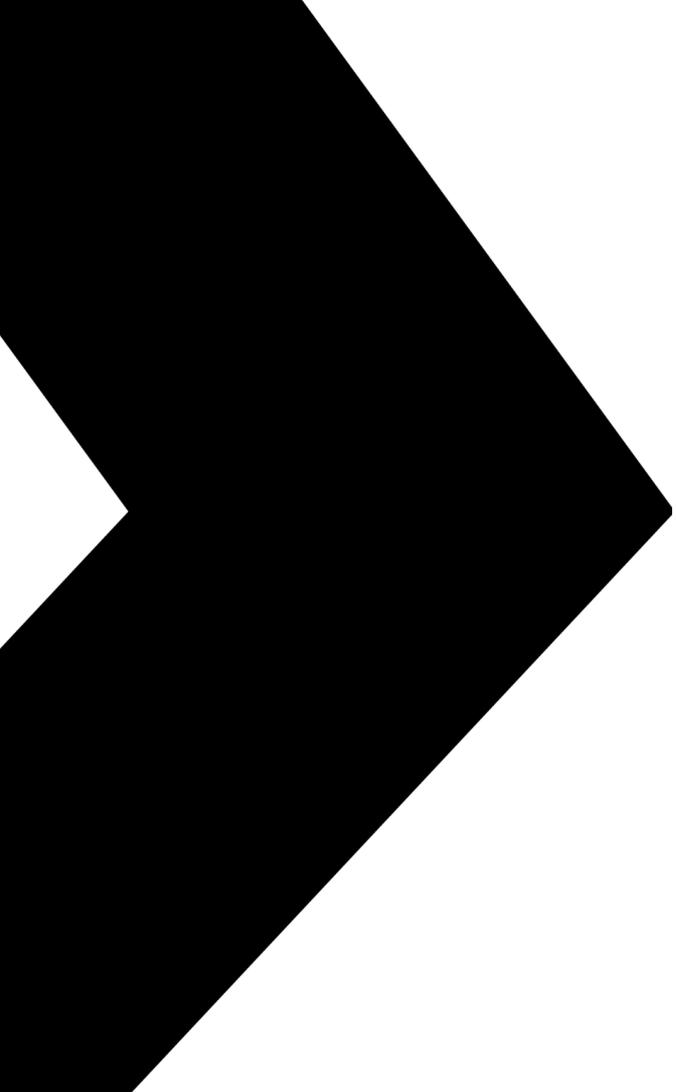
Outcomes | What Was Learned

- History and importance of human subjects research
- IRB support and approval process
- IRB best practices



Questions





**IRB
Quick
References**

IRB Quick References | CITI Training

- CITI Account Registration: www.citiprogram.org
- CITI Courses
 - New User: Social & Behavioral Responsible Conduct of Research
 - Refresher Training: Social & Behavioral Research – Basic/Refresher



IRB Quick Reference Tools | IRB

- IRB Investigator Handbook:

https://research.umd.edu/sites/default/files/2021-12/IRB_Investigator_Handbook.pdf



IRB Quick Reference Tools | IRB

Examples of approved IRB packages (per program area)

- 4-H: <https://umd.box.com/s/f27bev4x72eyrs9e8iq6bsqhhlswdwcz>
- AgFS: <https://umd.box.com/s/1umdopig9r567a1gyi0w0bq1sj1weepq>
- ENR: <https://umd.box.com/s/trjzfwy2jr5ztfucqtqnsr6m9odgpamd>
- FCS: <https://umd.box.com/s/i5q27zarc4tv2q77qm93hau5kezkik13>



Thank
you!