

IRB Getting Started

Preparation

1. Complete CITI Training.
 - Effective January 1, 2018, the Roseman University IRB accepts only the Human Subjects Research training by Collaborative Institutional Training Initiative (CITI).
 - See <http://www.roseman.edu/irb/> for more information
2. Ask each Roseman co-investigator/key study personnel to create an IRBNet account and complete CITI training.
3. Link CITI Account to IRBNet Account
 - All Roseman Investigators must link their CITI account to their IRBNet account
 - To link your CITI account to your IRBNet account you will need your CITI Member ID (the 5 to 8-digit number shown at the top of the page when you log in to your CITI account).
 - See “3 – Linking CITI account to IRBNet account” found under Forms and Templates in IRBNet.
4. Ask each external investigator to complete NIH or CITI training (if available through their home institution) and provide a certificate.
 - Upload their training credentials as a separate document in the submission package.

Application and Forms

1. Save the Application PDF with the PI’s last name, e.g. Smith Application before you start completing the application.
2. Complete each item or mark N/A.
3. Make sure answers are consistent among documents, particularly with regards to subject tasks.
4. Use lay language to describe procedure and subject tasks in the consent documents.

IRBNet

1. Review 1 – Submitting your first project with IRBNet (IRBNet New Project Submission Screenshots) found in Forms and Templates in IRBNet

and/or

IRBNet New Project Submission instructional video found out at <http://www.irbnetresources.org> using the login Roseman and password Training
2. Create New Project.
3. Share the Project File with all Roseman investigators listed in the Study Personnel sections. (Each investigator should have an IRBNet account.)
4. Link each Roseman investigator’s CITI training from their User Account to the Project File (Designer interface).
5. Upload the Application and all supporting documents.
6. Electronically sign the package
7. Submit.