



SETTING UP YOUR IRBNET PROFILE



If you are going to be participating in a human subjects research project requiring IRB review

- You must have an IRBNet User Profile. If you have never registered as a user with IRBNet, you must create your IRBNet User Profile.
- **PLEASE DO NOT CREATE A NEW USER PROFILE IF YOU HAVE PREVIOUSLY CREATED ONE!** If you are not sure whether or not you have an IRBNet account, please contact the IRB Office at 402-280-2126 or IRB@creighton.edu



Notes for Researchers and Study Coordinators: *Registering, Managing Training & Credentials*

To set up your USER PROFILE in IRBNet:

- Go to the instructions on the on the IRB website at:

<http://www.creighton.edu/researchservices/rcocommittees/irb/irbnet/>


- Scroll down to the link titled “IRBNet Registration Instructions” and select.



Check list for IRBNet User Profile

Have you completed the following?

- ▶ Have you verified your IRBNet User Profile? *(This is done by clicking on the link in the email you received from IRBNet after registering.)*
- ▶ Have you linked your CITI training to your IRBNet User Profile by selecting “Add an External Account”. You will need your CITI member ID#? DO NOT UPLOAD YOUR CITI COMPLETION REPORTS. Training must be loaded by CITI.
- ▶ Have you verified that you want your CITI training linked to your IRBNet User Profile? *(This is done by clicking on the link in the email you received from IRBNet after entering your CITI Member ID#.)*
- ▶ You will not see your CITI training on your IRBNet profile until the following morning after you have verified the link.
- ▶ YOU WILL NEED TO SUBMIT THE FOLLOWING TO THE IRB THROUGH YOUR IRBNET USER PROFILE:
 - You should have received a confirmation email when you submitted your financial conflict of interest disclosure. You MUST upload the confirmation to your IRBNet User Profile and submit.
 - If you have a CV and/or a Professional License, please upload to your user profile and submit.



If you have any questions regarding IRBNet Please Contact

IRB Office
402-280-2126 (Office)
irb@creighton.edu