Read Me First

Here are a few important tips to help you submit your research protocols using IRBNet:

- **Only one Principal Investigator per submission.**
  - All other researchers must be added by the PI. Once added as a researcher to the submission, other researchers can add documents and have full permissions. All researchers **MUST** electronically sign the submission package before a review can begin.
  - For student research, **the faculty advisor MUST be the PI.** The faculty advisor must create the submission package and then add the student as a researcher.

- **All researchers must set up a User Profile in IRBNet before they submit research in IRBNet for the first time.** The Training & Credentials records (T&C) for each new User Profile **MUST** contain at least two items:
  - A copy of the researcher’s CV/resume OR a completed Researcher Demographic Form (this form can be found by selecting the Forms and Templates tool on the left side of the page),
  - Evidence of CITI ethics training. In IRBNet researchers are able to link their CITI training to their User Profile under the External Accounts section of the User Profile page. **To link your CITI account to IRBNet, click on the “Add External Account” link and follow the prompts.** Have your CITI ID number ready to facilitate this process.

- **Be sure to sign AND submit your project.** Once the project is submitted, it will be locked to further edits, and can only be unlocked by the IRB Administrative Team.

- **Detailed instructions for how to use IRBNet can be found at the bottom of the Forms and Templates list within IRBNet.** Please review the IRBNet HELP Power Point slides *New User Instructions, Creating a Project in IRBNet,* and *Advanced Topics Tips* for step-by-step assistance. For additional questions, please contact the IRB Administrative Team at irb@ccsu.edu or 860-832-2371.