

Register with IRBnet & Upload Credentialing

Credentials that you and your co-investigators will need to complete

- **Current CV or Resume**
- **Completed Research HIPAA Acknowledgment Form**
- **Completed Research Conflict of Interest Disclosure Form**
- **CITI Training Certificate (Biomedical Research Investigators)**

Getting Started

Creating an IRBNet account is very simple and should take approximately 5 minutes. Follow these steps:

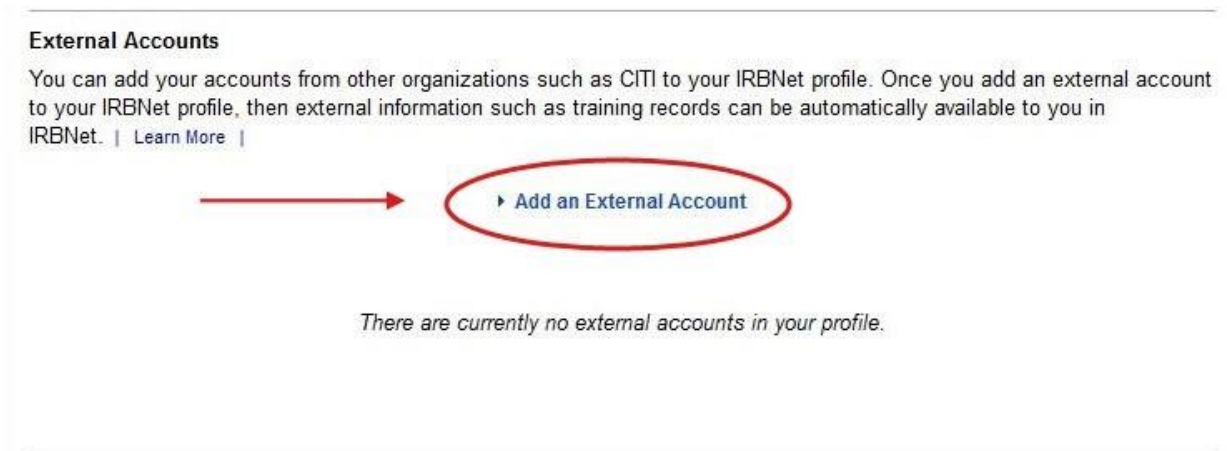
1. Go to www.irbnet.org
2. Click on “**New User Registration**”
3. Provide the information requested
4. On the “**Add Affiliation**” page select “Franciscan Alliance Inc. Mishawaka, IN”

The screenshot displays the IRBNet 'Add Affiliation' page. At the top, the IRBNet logo is visible on the left, and the word 'Registration' is on the right. Below the header, the page title is 'Add Affiliation'. A sub-header reads: 'Specify the organization with which you are affiliated. If you are affiliated with more than one organization, you may add additional affiliations after you complete the registration process by logging in to IRBNet and accessing your User Profile.' The main content area contains a search form. The search bar has 'Franciscan' entered. To the right of the search bar are 'Search' and 'Clear' buttons. Below the search bar, there are checkboxes for 'Organization types to display': 'Research Institutions' (checked), 'Boards', and 'Sponsors'. A 'Display' button is to the right of these checkboxes. The search results are shown in a list box, with 'Franciscan Alliance Inc. Mishawaka, IN' highlighted. Below the list box is a text input field labeled 'Your Organization' with a red asterisk. At the bottom of the form, there is a note: 'If you do not see your organization listed you may add a new organization.' Below this note are 'Continue' and 'Cancel' buttons. A small red asterisk and the text '* required fields' are located at the bottom left of the form area.

5. Continue until you have completed registration
6. When you receive an email from activation@irbnet.org, follow the link contained in the email to complete the account activation process*

Franciscan Alliance is utilizing the IRBNet enhancement that will link your CITI training credentials to your human subjects research protocols. To activate your CITI Integration, please do the following:

1. Enter your username and password at www.irbnet.org
2. Click the “**User Profile**” link in the top right corner of the screen
3. In the “**External Accounts**” section (near the bottom of the page), click “**Add an External Account.**”



4. In the pop-up, enter your associated CITI Member ID from your CITI account. This number can be found at the top of your [CITI Program](#) homepage upon login.



5. To verify your ownership of the CITI account, you will receive a verification link from activation@irbnet.org at the institutional email address associated with your CITI affiliation

- Once you receive the email, click the verification link and you're all set! Your coursework will be automatically pulled into IRBNet over the next 24-hours*

Uploading Credentials

Uploading Credentials: Select "Add a New Training & Credentials Records"

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](#)

Select the document type that you would like to upload and click Continue

Select	Document Type	Description	Cr	Effective Date	Expiration Date	
<input type="radio"/>	CV/Resume	[REDACTED].pdf		08/01/2016	08/01/2019	
<input type="radio"/>	Research Conflict of Interest	[REDACTED].pdf		04/18/2019	05/31/2020	
<input type="radio"/>	Research HIPAA Ack Form	[REDACTED] 2018.pdf		04/18/2019	05/31/2020	
<input type="radio"/>	None of these					

Put in the Effective Date and upload the document and click attach.

Training & Credentials Record

Profile Owner: [REDACTED]

You are adding a new version of this Training & Credentials record. To help you identify the file that was previously attached:

- This attachment was loaded from the file [REDACTED] 2016.08.01.pdf.
- It was attached on 04/12/2019.
- It has a size of 35709 bytes.

Document Type: * CV/Resume

Description: [REDACTED].pdf

Credits/Credit Hours (if applicable):

Effective Date: * 07/11/2019

Expiration Date:

File: HolidayM - ...11 2019 .pdf

* required fields

Click "Submit" for each document.

» Add a New Training & Credentials Record

| Show all Versions |

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
486300.2	CV/Resume	HollidayM- CV- 07.11.2019.pdf		07/11/2019		07/11/2019 11:04 AM	Not Submitted	Submit
486298.2	Research Conflict of Interest	HollidayM - COI - 05.15.2018.pdf		04/18/2019	05/31/2020	04/22/2019 10:07 AM	Accepted	Submit
486306.2	Research HIPAA Ack Form	HollidayM - HIPAA Ack - 05.15.2018.pdf		04/18/2019	05/31/2020	04/18/2019 08:33 AM	Accepted (via 832682)	Submit



The Franciscan Research Administration (FRA) comes up. Please select Continue

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	
6300.2	CV/Resume	HollidayM- CV- 07.11.2019.pdf		07/11/2019		07/11/2019 11:04 AM	

Please select a Board:

Search for a Board


Only show My Default Boards

Franciscan Research Administration, Mishawaka, IN

Select a Board *

required fields

When you select Continue, the next screen comes up and please hit "Submit." Your document will be in a "Pending Review" status, under until FRA reviews it and accepts the document.


Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	
486309.2	CV/Resume	HolidayM- CV- 07.11.2019.pdf		07/11/2019		07/11/2019 11:04 AM	 

You are submitting this record to the following Board:
Franciscan Research Administration, Mishawaka, IN

You may also send an optional message to the Board along with this submission:

Subject: New Training & Credentials Submission






Your Message:




If you do not see the document type, please select "None of These"

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"/>	CV/Resume	HolidayM- CV- 2016.08.01.pdf		08/01/2016	08/01/2019	
<input type="radio"/>	Research Conflict of Interest	HolidayM - COI - 05.15.2018.pdf		04/18/2019	05/31/2020	 
<input type="radio"/>	Research HIPAA Ack Form	HolidayM - HIPAA Ack - 05.15.2018.pdf		04/18/2019	05/31/2020	 
<input type="radio"/>	None of these					



Click the document that you wish to upload and follow the same process as above.

Training & Credentials Record

Profile Owner: Michelle Holliday

Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

Document Type: *	License
Description:	<input type="text"/>
Credits/Credit Hours (if applicable):	<input type="text"/>
Effective Date: *	07/11/2019
Expiration Date:	<input type="text"/>
File:	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Attach"/> <input type="button" value="Cancel"/>	

* required fields