

Managing Training and Credentials in IRBNet

I. PURPOSE:

Investigators and research team members must ensure that all training and credentials are up to date in their IRBNet User Profile. The IRBNet User Profile is a central location to house a CV, CITI Basic Biomedical Training (Baystate Health) and CITI GCP Training (Baystate Health). Research team members can link all training and credentials to project packages in IRBNet as opposed to having to upload them with each future package. This process will also trigger when any of the linked documents are set to expire (required to be updated every 3 years).

This process improves efficiency and decreases the extensive amount of time that is required for IRB Analysts to review all trainings and credentials for research teams members each time a package is submitted.

Effective February 1, 2024, all trainings and credentials will be required to be linked to a user profile in IRBNet. Documents will no longer be accepted as manual uploads in a project package.


II. PROCEDURE:

Upload and Submit Your Training & Credentials from your User Profile

- Log into IRBNet and click the [User Profile](#) link in the top right corner of the screen.
- In the Training & Credentials section (bottom of the page) click the [Add New Record](#) button.



- On the Training & Credential Record page, select the appropriate training and credential Document Type, enter the Effective Date of the document (ex. date of training certification) and any other applicable information, and then select the file from your computer by clicking the Browse button.
- Once the correct file is selected, click [Attach](#).
- From the User Profile page, click the [Submit](#) link (to the right of the new document listing you have just created).

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
18606.1	IRB Training - NIH - Protecting Human Research Participants	IRB Training		06/18/2013		06/18/2013 03:41 PM	Not Submitted	Show all Versions 

- Select the organization (*Baystate Health IRB*) to which you will be submitting your documentation.
- Click the Submit button.
- Repeat the steps for any other documentation that is required.
- If a record needs to be updated, click the Pencil icon to the right, and follow the instructions.


Link Project Team Credentials into a Project Package

In addition to directly submitting documentation to the IRB Board, research team members will be asked to provide training documentation during the protocol submission process. Having followed the previous steps, research teams may link any existing training documentation to a project package by following the steps below.

- Once the project has been created, ensure all necessary members of the research team have been shared access to the project within IRBNet.
- Click the Designer button to the left.
- The documents in the package will be listed. Click the Link / Un-Link Records link.
- On the list of available documents, check the box next to those that should be linked to this package and click Save.
- Having linked all necessary training documentation, complete the process of submitting this package to the IRB Board.

Keep Your Training & Credentials Current

- Access your User Profile
- Locate the appropriate document and click the Pencil icon.

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- Edit the Training & Credentials Record page as needed, click the Browse button to locate the updated version of the document.
- Click the Update button.
- Having attached the updated document, it now needs to be submitted.
- Click the Submit link and select *Baystate Health IRB*.

Please contact the Baystate Health IRB Office at irbprotocolsubmissions@baystatehealth.org with any questions or if assistance is needed.