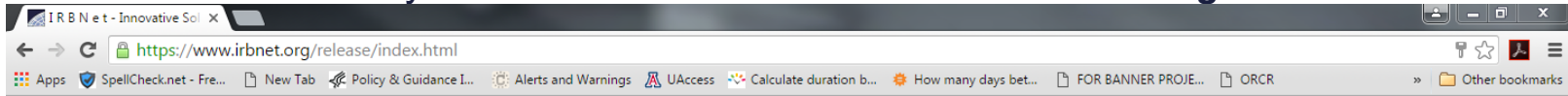


NAU Uploading CITI & CV

Guidance for New IRBNet Users

Login

Enter your ***Username*** and ***Password*** and select ***Login***.



IRBNet Innovative Solutions for Compliance and Research Management  Login:

[New User Registration](#) | [Forgot Your Password?](#)

[Home](#) | [The IRBNet Difference](#) | [Demo](#) | [Contact Us](#) | [FAQ](#)

Comprehensive Solutions



The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

Secure, Reliable and Cost-Effective

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

Test Drive IRBNet

See for yourself...

[Demo](#)

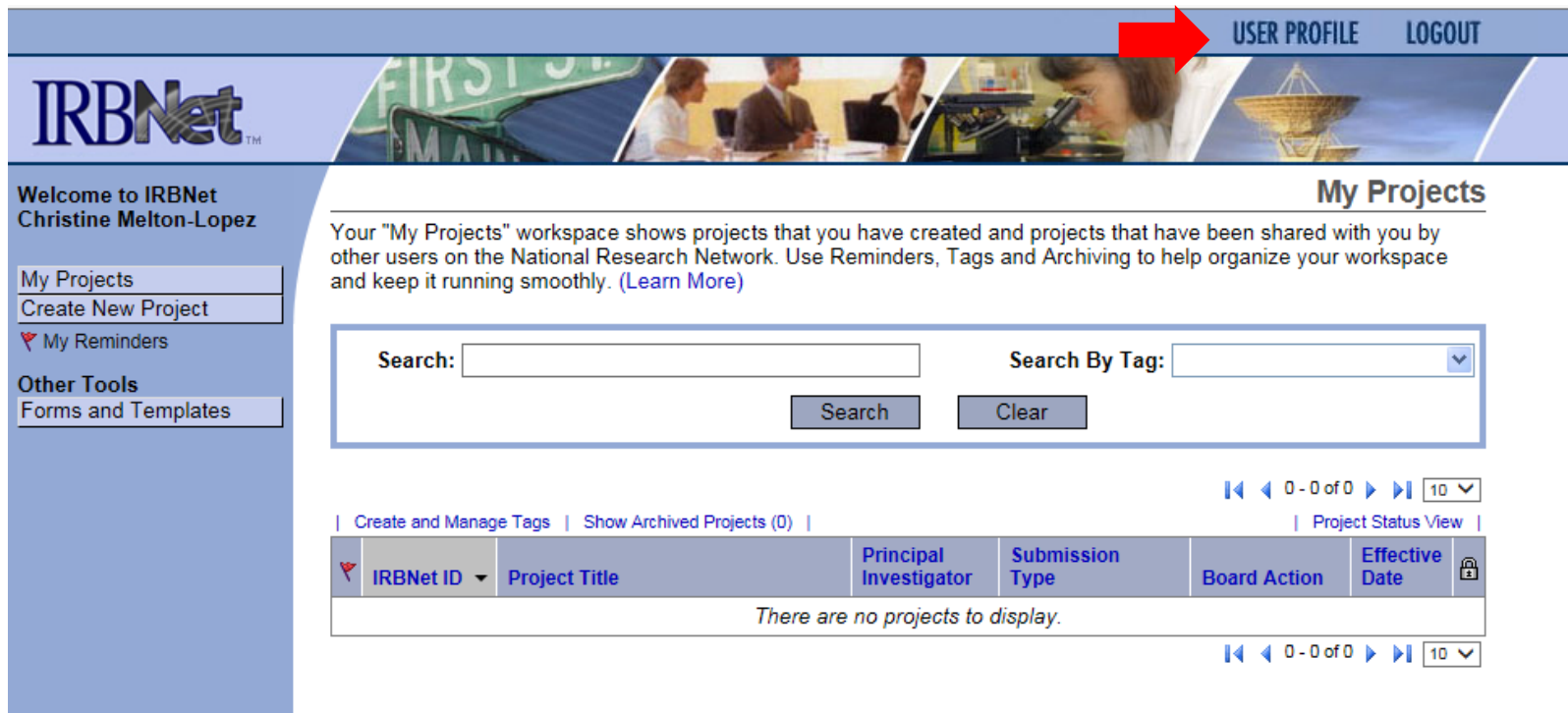
Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."

- Bruce Day
*Director, Office of Research Integrity
Marshall University*

[Next](#)

Select **User Profile** in the top right corner



Welcome to IRBNet
Christine Melton-Lopez

My Projects
Create New Project
My Reminders

Other Tools
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

0 - 0 of 0 10

Create and Manage Tags | Show Archived Projects (0) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
There are no projects to display.					

0 - 0 of 0 10

Link your CITI Report to IRBNet

Select ***Add a New Training & Credentials Record*** at the bottom of the page. You'll need to scroll down to see this option.

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](#)

There are currently no documents in your profile.

Link your CITI Report to IRBNet

1. Under **Document Type**, select **Other**
2. Under **Description**, type CITI Training
3. Under **Effective Date**, select the date that you completed your training
4. Under **Expiration Date**, select the date that your CITI training expires.
5. Under **File**, upload your CITI Completion Report
6. Select **Attach**

Profile Owner: Christine Melton-Lopez

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

The screenshot shows a form for attaching a document to a training record. The form is titled "Profile Owner: Christine Melton-Lopez" and includes instructions: "Attach a document to this Training & Credentials record by clicking the 'Browse...' button to locate your document and then by clicking 'Attach'." The form fields are as follows:

- 1. Document Type:** * Other (dropdown menu)
- 2. Description:** CITI Training (text input)
- Credits/Credit Hours (if applicable):** (empty text input)
- 3. Effective Date:** * 03/07/2014 (calendar icon)
- 4. Expiration Date:** * 03/07/2018 (calendar icon)
- 5. File:** * \\catnet.arizona.edu\wncdata\RCS-Data\RCS-Redirects\melton1\ (text input with "Browse..." button)

Buttons: Attach, Cancel

* required fields

Link your CITI Report to IRBNet







- You have now linked your CITI Completion Report to your IRBNet account.

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](#)

[| Show all Versions |](#)

	Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
	233669.1	▼ Other	 CITI Training		03/07/2014	03/07/2018	02/05/2016 10:49 AM	Not Submitted	   Submit 

Link your CV to IRBNet

Select *Add a New Training & Credentials Record*






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](#)

| [Show all Versions](#) |



 Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
233669.1	▼ Other	CITI Training		03/07/2014	03/07/2018	02/05/2016 10:49 AM	Not Submitted	   Submit 


Link your CV to IRBNet

Select ***None of these*** and click ***Continue***

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"/>	Other	CITI Training		03/07/2014	03/07/2018	
 <input checked="" type="radio"/>	<i>None of these</i>					



Link your CV to IRBNet

1. Under **Document Type**, select **CV/Resume**
2. Under **Description type**, label the description of your CV or Resume
3. Under **Effective Date**, select the date that your resume or CV was added
4. Your CV will only be valid for five years after it is uploaded to IRBNet.
5. Under **File**, upload your CV/Resume
6. Select **Attach**

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

1. Document Type: * CV/Resume

2. Description: Christine Resume

Credits/Credit Hours (if applicable):

3. Effective Date: * 02/05/2016

4. Expiration Date:

5. File: * \\catnet.arizona.edu\wncdata\RCS-Data\RCS-Redirects\melton1\ Browse...

6. Attach Cancel

* required fields

Link your CV to IRBNet










You have now linked your CV to your IRBNet account

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.

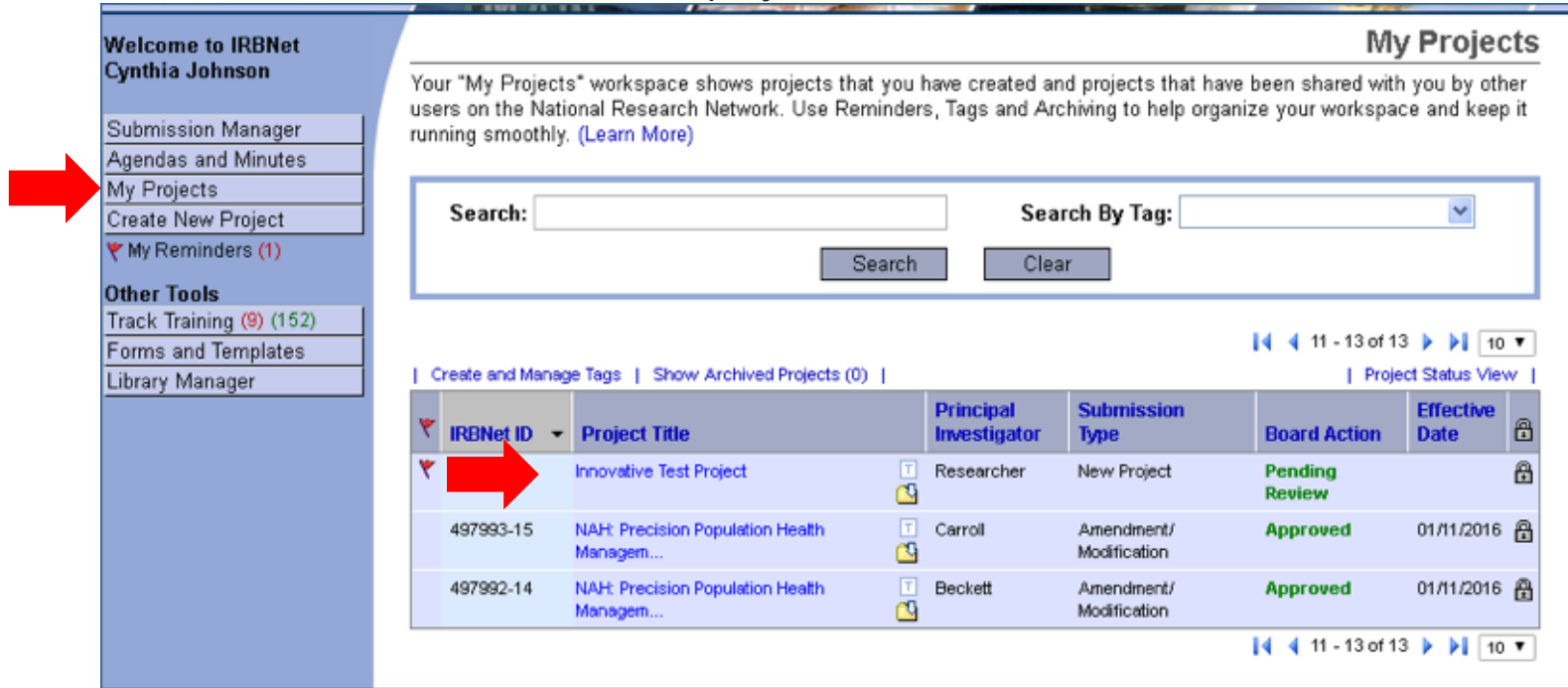
[▶ Add a New Training & Credentials Record](#)

[| Show all Versions |](#)

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
	▼ CV/Resume	Christine Resume		02/05/2016		02/05/2016 11:02 AM	Not Submitted	   Submit 
233669.1	▼ Other	CITI Training		03/07/2014	03/07/2018	02/05/2016 10:49 AM	Not Submitted	   Submit 

Linking CITI and CV to your Submission

IRBNet will not automatically load your CITI and CV to your project submissions.
Select the Title of the project need to attach credentials to.



Welcome to IRBNet
Cynthia Johnson

- Submission Manager
- Agendas and Minutes
- My Projects**
- Create New Project
- My Reminders (1)

Other Tools

- Track Training (9) (152)
- Forms and Templates
- Library Manager

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

11 - 13 of 13 10

[Create and Manage Tags](#) | [Show Archived Projects \(0\)](#) | [Project Status View](#)

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
	Innovative Test Project	Researcher	New Project	Pending Review	
497993-15	NAH: Precision Population Health Managem...	Carroll	Amendment/Modification	Approved	01/11/2016
497992-14	NAH: Precision Population Health Managem...	Beckett	Amendment/Modification	Approved	01/11/2016

11 - 13 of 13 10

Designer

Click on **Link/Un-Link Training Records** under the submission documents on the **Designer** page.

- My Projects
- Create New Project
- My Reminders
- Project Administration**
- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History
- Messages & Alerts
- Other Tools**
- Forms and Templates

Step 1:

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Northern Arizona University IRB, Flagstaff, AZ

Select a Document: 1 Instructions for students

Step 2:

Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Documents in this Package:

Document Type	Description	Last Modified			
Budget	NIH Grant Proposal	02/05/2016 01:57 PM			
Consent Form	Consent Adult v2016-02-04	02/05/2016 01:32 PM			
Data Collection	Quality of Life Survey	02/05/2016 01:33 PM			
NAU - Research Application	NAU - Research Application	02/05/2016 12:35 PM			
Other	Recruitment Script	02/05/2016 01:56 PM			
Other	List of Project Personnel	02/05/2016 01:24 PM			
Other	Site Auth School	02/05/2016 01:58 PM			
Other	Participant Material Thank You Cards	02/05/2016 01:38 PM			
Protocol	Project Narrative for Application	02/05/2016 01:20 PM			

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |



Link Training & Credentials





Training & Credentials for all researchers the project has been shared with will appear here. Select the **Training & Credentials** that you want to link to the submission and click **Save**.



Link Training & Credentials

[1339070-1] test

IRBNet allows you to link your project team's Training & Credentials to your package so that they can be easily accessed and tracked by the boards that review your package.

[Show All Versions](#)

Link	User Name	Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Status	
<input checked="" type="checkbox"/>	Anderson, Rachel	252691.2	CV/Resume	Researcher CV		05/27/2016	05/27/2021	Not Submitted	 
<input type="checkbox"/>	Anderson, Rachel	318712.1	Other	CITI Certificate		04/11/2016	04/11/2019	Not Submitted	
<input checked="" type="checkbox"/>	Gianas, Kit	448092.1	CV/Resume	CV		11/07/2018		Not Submitted	
<input type="checkbox"/>	Gianas, Kit	448093.1	Other	CITI		11/07/2018		Not Submitted	


Training & Credentials

Step 2:

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

Document Type	Description	Last Modified	
▼ Protocol	Project Narrative.docx	10/18/2018 02:25 PM	   

The  **2 Training & Credentials records** linked to this package. | [View All Links](#) | [Link / Un-Link Training Records](#) |

Start a Wizard

OR

Attach New Document

(When should I do this?)

Questions? Contact us

If your project has been created in IRBNet, click the **Send Project Mail** tab at the left of the IRBNet screen to contact the IRB.

The screenshot displays the IRBNet user interface. On the left, a sidebar contains a navigation menu. A red arrow points to the 'Send Project Mail' option, which is highlighted. The main content area is titled 'Project Information' and shows a form for creating a new project. The form includes the following fields and values:

- Research Institution:** Northern Arizona University (NAU), Flagstaff, AZ
- Title:** Creating a new project in IRBNet
- Local Principal Investigator:**
 - First Name: C.
 - Last Name: Melton
 - Degree(s):
- Keywords:** Test project
- Sponsor:** HRSP Office
- Internal Reference Number:** None

Buttons for 'Save' and 'Cancel' are located at the bottom of the form. A legend indicates that an asterisk (*) denotes required fields.

Project Information

[660018-1] My Groundbreaking Research

Research Institution: * Northern Arizona University (NAU), Flagstaff, AZ

Title: * Creating a new project in IRBNet

Local Principal Investigator: First Name: * C. Last Name: * Melton Degree(s):

Keywords: Test project

Sponsor: HRSP Office

Internal Reference Number: None

Save Cancel

* required fields

Welcome to IRBNet
Cynthia Johnson

Submission Manager
Agendas and Minutes
My Projects
Create New Project
My Reminders

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
Messages & Alerts

Other Tools
Track Training (9) (152)
Forms and Templates
Library Manager

Questions? Contact us

Select the **IRB Office, NAU** by clicking the appropriate box under **Send Mail** on the right. Type the subject in the **Subject** line and your message in the **Message** box. Then click **Send**.

The screenshot displays a web application interface. On the left is a sidebar with 'Project Administration' and 'Other Tools' sections. The main area shows a table of project team members with a 'Send Mail' column. Below the table is a 'Board Contacts' section with a message 'There are no submitted packages.' At the bottom is a contact form with fields for 'Subject' and 'Message', and 'Send' and 'Cancel' buttons. Red arrows highlight the 'Send Mail' checkbox for 'IRB Office, Nau' and the 'Send' button in the contact form.

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History
- Messages & Alerts

Other Tools

- Track Training (9) (152)
- Forms and Templates
- Library Manager

Project Team:

User	User Organization	Send Mail
IRB Office, Nau	Northern Arizona University (NAU), Flagstaff, AZ	<input checked="" type="checkbox"/>
Irb, University of Arizona	Northern Arizona University (NAU), Flagstaff, AZ	<input type="checkbox"/>
Johnson, Cynthia	Northern Arizona University (NAU), Flagstaff, AZ	<input type="checkbox"/>

Board Contacts:

There are no submitted packages.

Subject * IRBNet message from Ima Researcher about List of Project Personnel

Message * Re: [660018-1] My Groundbreaking Research

Hello, IRB Office -

I have a question about my IRB application package. Do I need to include myself on the List of Project Personnel form?

Ima Researcher

*** required fields**

Send Cancel

Questions? Contact us.

- If your project has not been opened in IRBNet, email the HRPP Office directly at IRB@nau.edu.
 - *Please add your last name and project number to the subject line, if applicable.
- For hands-on assistance or more complex matters, call us at **928-523-9551**.

