IRB Checklist for Researchers

✓ Training
CITI Training is required for all researchers. Requirements may differ depending on the type of research. To complete your CITI training visit citiprogram.org

✓ Registration
All Rice University Researchers will need to complete the user registration for IRBNet. After registering, each user will need to link their CITI training to their user profile so that training can be linked to the submission package.

✓ Create Project
A new project should be created for new studies only. If you have a modification, continuing review or adverse event please contact the Compliance Administrator before creating a new project.

✓ Assemble Package
1. Download all necessary forms and templates from IRBNet, previously used forms are no longer applicable. If these are submitted your package will be returned to your for revision. These documents include but are not limited to:
   - Informed Consent Template
   - Modification Request Form
   - Continuing Annual Review
2. Prepare On-Line Document (Rice University IRB Protocol) within the IRBNet Document Wizard. This is a completely electronic form only available and editable in IRBNet. No applications should be uploaded from your desktop. To access the On-Line Document go to Designer, select add new document and access the Rice University IRB Protocol from the online document portal.

✓ Package Requirements
After completing the online document you will reach the FORM COMPLETE page and it will let you know which additional documents are required. These documents should attached to your package before submission.

Please access the IRBNet IRB ReadMe Document for more instructions on what is necessary for each package type.

Final Steps for Submission:

✓ Share
Projects must be shared with all additional personnel so that training can be linked for each member of the project team. Additionally all members of the project team must be registered and have added their CITI ID to their User Profile to ensure that training and credentials can be linked. Be sure to give at least Read access to each team member so that they can sign the package before submission. Full access allows a team member to edit, sign and submit, while Write access allows a team member to edit and sign.

✓ Sign
All projects must be signed by the Principal Investigator and Co-Investigators. The project team should sign as Team Member unless it is a Student Research Project in which they will sign as Sub-Investigator.

✓ Link
Be sure to link training and credentials before submitting the package to the committee, failure to do so will result in a delay in the review process. Each project team member must add their CITI training to their User Profile for their training and credentials to be linked to the package.

✓ Submit
Be sure to submit your package to the appropriate committee. If you do not see Rice University IRB in the committee list, uncheck “Only show my default boards”, then search for Rice University in the search box. 3 committees will show up, be sure to select Rice University IRB, then click submit and select the appropriate submission type.

NOTE: PACKAGES CANNOT BE DELETED AFTER THEY ARE SUBMITTED TO THE COMMITTEE.

Questions about Research Compliance Policies & Procedures? Contact your Compliance Administrator
IACUC/IBC Compliance Administrator: Michele Pratt  Phone | (713)348-6202 - Email | mpratt@rice.edu
IRB Compliance Administrator: Stephanie Thomas  Phone | (713)348-3586 - Email | irb-io@rice.edu

Questions about IRBNet Capabilities and Issues with Navigation? Contact the ERA Help Desk or email era@rice.edu

You can also access a variety of resources to support your submission process at the following websites:

eRA Rice University IRBNet Blog: erablogs.rice.edu
IRBNET Resource Page: irbnetresources.org
Rice University Research Compliance: comp.rice.edu