Oakland University IRBNet

All researchers, faculty sponsors, and key personnel are required to have an IRBNet profile created and CITI documentation uploaded to their profile. Below are instructions to set up your account and upload the appropriate documentation.

OUWB Capstone IRB Applications will not be reviewed until the individuals listed as faculty sponsor and key personnel have their account set up.

A training document has been created by IRBNet/ the Oakland University IRB that includes screenshots. You can access it here: <http://www.irbnetresources.org/tresources/training.html>.

*Username:* Oakland *Password:* Training

**Creating your account**

1. Go to [www.IRBNet.org](http://www.IRBNet.org)
2. In the top right corner, click on new user registration
3. Fill out the new user account information form and submit
4. Accept the terms and conditions of use
5. Search to find your institution, highlight institution, and click continue
6. For the contact information form, use your university affiliated email/ phone
7. Review the information and click “register”
8. On the “registration is complete” page, click continue and an authorization email will be sent
9. From your email, open the “IRBNet activation link” and follow the instructions

**Logging in to IRBNet**

1. Go to [www.IRBNet.org](http://www.IRBNet.org)
2. Log in at the top right corner of the screen

**Adding your credentials**

**\*\*NOTE: You will need to download your Oakland University training certificates from CITIprogram.org to complete this step.**

1. When logged in to IRBNet, go to User Profile on the top right corner
2. Click “Add a New Record”
3. Select document type (CITI Training Faculty/ Staff), add title and date of completion, and upload your training certificate.
4. Repeat this process for additional CITI certificates, CV, or other profile information.
5. When you’ve added all of your records, click SUBMIT next to each document. Select the Oakland University IRB to submit to.
6. Any documents that will expire in 60 days will be highlighted yellow.
7. You can manage/ edit documents using the pencil icon

Once you have completed these steps, your registration and profile is complete. If you have any questions, contact the Oakland University IRB at (248) 370-2762 or (248) 370-4111, e-mail [**research@oakland.edu**](mailto:research@oakland.edu).