Baystate Health

# Managing Training and Credentials in IRBNet

1. **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, Certifications, CITI Basic Biomedical Training (Baystate Health), CITI GCP Training (Baystate Health) and other CITI training. Research team members can link all training and credentials to project packages in IRBNet.

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

**Effective February 1, 2026**, all individual CITI Program accounts and IRBNet user profiles must be linked. IRB will not accept uploaded CITI training certificates to a user profile. When linking CITI certificates to a project package, the IRB will only accept certificates that are directly linked to a CITI Program account. Below is an example of what a linked CITI certificate will look like in IRBNet:

| | | | | | | |
|---|---|---|---|---|---|---|
| 1135274.1 | CITI - Basic Biomedical | CITI Training CR#5696728 8: Group 1347-Group 1.BIOMEDICAL, Stage 1-Basic Course | 07/13/2023 | 07/13/2026 | 08/19/2025 01:34 AM | Accepted |

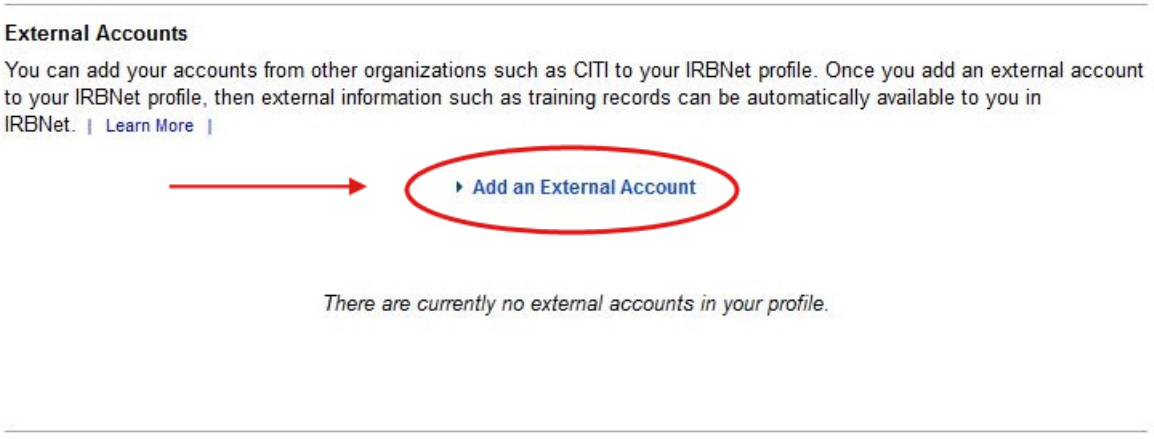
CV's and other Certifications must still be uploaded into a user profile in IRBNet.

2. **PROCEDURE:**

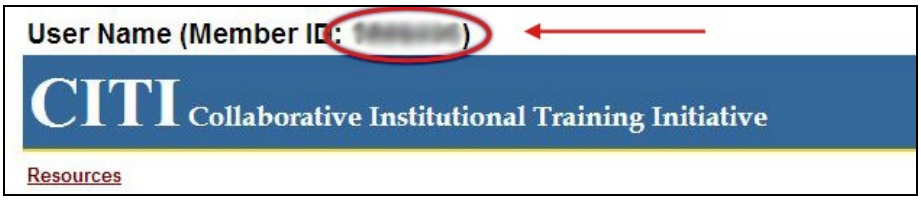
**How to link your external CITI account to your IRBNet profile: Step-by-Step Instructions**

a. Log into IRBNet and click the User Profile link in the top right corner of the screen.

b. In the External Accounts section (near the bottom of the page), click Add External Account.




c. 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 homepage upon login.




d. To verify your ownership of the CITI account, you will receive a verification link to the institutional email address associated with your CITI affiliation. If your institutional email is blank, the verification link will be sent to your preferred email address.

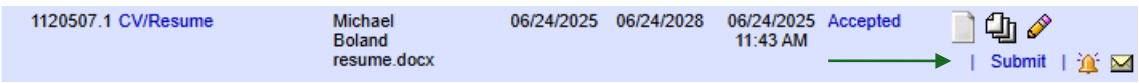
e. Once you receive the email, click the verification link and you're all set! Your coursework will be automatically pulled into IRBNet over the next 24 hours. (Depending on how quickly your CITI account information can be located, you may receive your verification link immediately, or it may take some time.)

## Upload your CV and Certifications to your IRBNet User Profile

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




c. CV/Resume
    i. On the Training & Credentials Record page, select *CV/Resume*. The Document Type will be CV/Resume. Enter the Effective Date of the document (when the CV was updated) and the Expiration Date will be three years after the Effective Date. Select the file from your computer by clicking the Choose File button.
d. Certifications
    i. On the Training & Credentials Record page, select *None of these*. The Document Type will be Other. Enter the name of the certification in Description. Enter the Effective Date and Expiration Date of the certification. Select the file from your computer by clicking the Choose File button.
e. Once the correct file is selected, click Attach.
f. From the User Profile page, click the Submit link (to the right of the new document listing you have just created).



g. Select the organization (*Baystate Health IRB*) to which you will be submitting your documentation.
h. Click the Continue and then Submit button.
i. If a record needs to be updated, click the Pencil icon to the right, and follow the instructions.

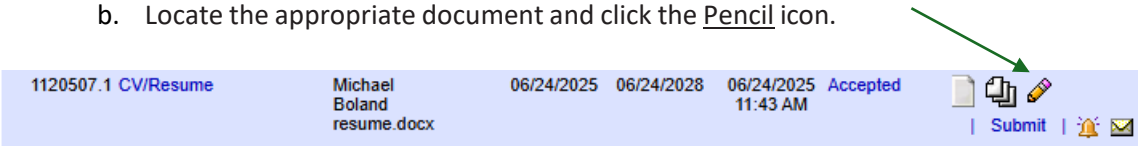
### Link Project Team Credentials into a Project Package

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.

a. Once the project has been created, ensure all necessary members of the research team have been shared access to the project within IRBNet.
b. Click the Designer button to the left.
c. The documents in the package will be listed. Click the Link / Un-Link Records link.
d. On the list of available documents, check the box next to those that should be linked to this package and click Save. Reminder: For CITI Training, the IRB will only accept certificates that are directly linked to a CITI Program account.
e. Having linked all necessary training documentation, complete the process of submitting this package to the IRB Board.

### Keep Your Credentials Current (CV/Resumes and Certifications)

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




c. Edit the Training & Credentials Record page as needed, click the Browse button to locate the updated version of the document.
d. Click the Update button.
e. Having attached the updated document, it now needs to be submitted.
f. Click the Submit link and select *Baystate Health IRB*.
g. NOTE: CITI certificates will automatically update to accounts that are directly linked with IRBNet.

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