

How to Link Your CITI Certifications to IRBNET

Linking your CITI certification(s) to your IRBNet account provides easy access to your records and automatic notifications when your certification(s) are close to expiration. By linking your CITIs, submitting a protocol is faster and more organized.

Instructions:

- Log-in to IRBNet
- Click on “User Profile” in the top right hand corner of the screen.
- Scroll down to “Training & Credentials”
- Click “Add a New Training & Credentials Record” and upload your CITI certification(s).

Once attached, the IRBNet system will alert you when you have CITIs to link to a new project, an existing project, or when your certification(s) are close to expiration.

NOTE: All projects on IRBNet that you are associated with require your CITI certification. Project personnel are responsible for linking his/her own CITI certification to their account. It is the responsibility of the PI to share each project with you so that they can retrieve your CITI certification from your account on the IRBNet system.

How to Retrieve CITI Certifications from Personnel

Proof of training completion is required for all protocol submissions to the IRB/IACUC/IBC. ALL PERSONNEL listed on the proposal MUST provide proof. You may provide proof by using your linked CITI certifications, or by uploading your CITIs to each individual protocol submission.

To retrieve linked CITI certifications from your personnel:

- Click “My Projects” on the left hand side of the screen.
- Click on the project that you are interested in.
- Under “Project Administration” on the left hand side of the screen, click “Designer”.
- Under “Step 2” of the Designer screen, it will say “There are no Training & Credentials records linked to this package. [| Link / Un-Link Training Records |](#)”
- With this function, you can link and unlink all of CITIs provided by you and your personnel.
For the names of your personnel to show in the list, the project must be shared (read, write, or full access) with them.

NOTE: Linking CITIs in project with many personnel may seem troublesome for the PI. This function requires all personnel to make an account in IRBNET and link their CITIs individually. It also requires that the PI share the project with **ALL PERSONNEL** associated with the project. With a large amount of personnel entering and leaving the project, keeping track of all the personnel may prove to be difficult.

Find the method that works for you!