

## Guidance

### Getting Started with Children's Wisconsin IRB

#### Notes and Important Reminders

The Children's Wisconsin Institutional Review Board (Children's IRB) expects new research staff to have a department mentor to guide and assist in the learning and development process. It is not the IRB's responsibility to onboard new research staff.

Given the amount of resources available to study teams, questions like, "Tell me how to submit..." should be redirected to your department mentor.

#### Step 1: Familiarize Yourself with Available Resources

- Visit and bookmark the [HRPP Connect Page](#) for easy reference
- Familiarize yourself with the resources available to study teams

#### Step 2: Contact the Children's IRB/HRPP Office

- Introduce yourself as a new researcher on campus by emailing [our general inbox](#)
- Provide your contact information, and which department you represent
- Request to be added to our distribution list for future communication

#### Step 3: Training

- [IRBNet](#) Training (Children's online submission system)
  - [Review IRBNet Training resources](#) (short 10-minute videos and PDF documents)
  - Schedule IRBNet Training with [Michelle Martin](#)
  - Familiarize yourself in the IRBNet Sandbox (IRBNet training environment)
- [CITI Program](#) Training (Children's local requirements)
  - Associate your CITI account with the Medical College of Wisconsin
  - Complete the appropriate CITI training based on the type of research you're involved with
    - For example, if you're a Research Coordinator in Oncology, you may need to complete the Biomedical and Good Clinical Practice (GCP) modules
    - Researchers must maintain CITI Certification; everyone is required to complete the CITI Refresher Course every three years after initial certification
- Ad hoc Training and Guidance
  - Review our [Educational Offerings Connect Page](#) for various training opportunities
  - Review guidance documents posted in IRBNet or on our [Guidances Connect Page](#)
  - Review our [FAQ Connect Page](#) and [quarterly Newsletters](#)

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#### **Step 4: Submitting Projects to Children's IRB**

- Research staff should review the *Guidance - Document Submission Checklist* to identify which documents must be submitted according to the submission ('package') type
  - You can find this in IRBNet and on our [Guidances Connect Page](#)
  - Submission documents contain explicit instructions with references to other documents that need to be included in a package; careful attention should be paid to the questions and instructions within the forms themselves

#### **Step 5: Still Need Help?**

- Email your questions to [our general inbox](#)
- Attend Open Office Hours
- Submit a Consultation Request Form