 

**IRBNet and CITI Training Instructions**

***Prior to completing any of these steps, please contact the Academic Research Support Team at*** [***AHU.ResearchSupport@adventhealth.com***](mailto:AHU.ResearchSupport@adventhealth.com)***.***

**Step 1: Register on IRBnet.org and affiliate with AdventHealth**  
  
The AdventHealth IRB Orlando uses IRBnet.org for electronic submissions, and all users must be registered in the system.

* Go to [www.IRBnet.org](http://www.irbnet.org/).
* Click “New User Registration”.
* Affiliate with AdventHealth Orlando.
* Complete activation of your account via a link received in an email upon registration.
* Should you have questions, please contact the Academic Support Research Team, [AHU.ResearchSupport@adventhealth.com](mailto:AHU.ResearchSupport@adventhealth.com).

**Step 2: Complete all IRB education requirements per Policy 400.070 Investigator Obligations in Research (CITI Training)**

To ensure the protection of human participants, all research investigators and staff must complete and show verification of their CITI training.

* CITI TRAINING
  + Register on [www.citiprogram.org](http://www.citiprogram.org/) – make sure your “institutional email” is the one you will check regularly.
  + Select AdventHealth Orlando as your affiliated institution. *(NOTE: We cannot accept Certificates of Completion under another institution’s affiliation. Modules completed under another institution’s affiliation will be credited to the required modules for AdventHealth once you affiliate under AdventHealth.)*
  + Take courses
    - REQUIRED: “Basic Biomedical” or “Basic Social/Behavioral” depending on the type of research that you will be conducting
    - REQUIRED: Health Information Privacy and Security (HIPS)
  + Log into IRBNet and navigate to your User Profile.
  + Click the link to “add an external account” – you’ll need your CITI Member ID number.
  + A verification email will be sent to the institutional email address you entered in CITI.
  + Once you have verified this email, your account will be linked and your CITI certificates will automatically import into IRBNet within 24 hours of completion of the course.
  + Refresher courses must be completed every 3 years to maintain your education credentials with the AdventHealth IRB.
* Should you have questions, please contact the Academic Support Research Team, [AHU.ResearchSupport@adventhealth.com](mailto:AHU.ResearchSupport@adventhealth.com).