

## HRPP Transition Update #4

IRBManager has been live since September 7, 2021. The Office of Research is grateful to all staff and faculty for adapting to this change. Training videos and PI manuals are located in IRBManager under “Notices”. You can view Notices from your Dashboard in IRBManager.

Please see below for some “first-steps” in IRBManager for PIs and their research personnel:

- Campus PIs and research personnel should login to IRBManager. This will help remove duplicate profiles so researchers can access their protocols, and also for research personnel (co-PI, staff, etc.) to be added to migrated protocols in IRBManager. Approved research personnel can ONLY be added to active approved protocols in IRBManager ONLY if they are listed in the system. Research personnel are being added to protocols manual.
  - If you, as a PI, have logged into IRBManager using CUNYFirst credentials and do not see your protocols, please contact your campus HRPP Coordinator at the link provided below: <https://www.cuny.edu/research/research-compliance/human-research-protection-program/hrpp-coordinators-list/>
  - As the PI, once you have gained access to your migrated protocol in IRBManager and there is a sense of urgency to have your research personnel added to your migrated protocol, please contact [hrpp@cuny.edu](mailto:hrpp@cuny.edu). In the email, include the protocol number(s) and the name(s) your research personnel.
- In IRBManager, go to "Settings" in the upper right corner and update your email address to your campus email address.
- PIs and/or research staff must create a “Copy for Amendment” of the migrated protocol to get the data into IRBManager. This is the first step, especially for those that plan to submit a continuing review application.
- CITI Certification
  - (A) The process for confirming and/or changing your preferred email address in CITI is as follows (this process applies to ALL research personnel on a protocol (if applicable):  
Log in to CITI at <https://www.citiprogram.org>  
In the upper right corner under your name and ID, click the down arrow.  
Select “Profiles”.  
Under “Member Profiles”, click “Edit Profile”.  
Scroll down to your preferred email address.  
Confirm that this is your current CUNY email address, or revise if needed.
  - (B) Click Update CITI Alternate Email Address. You can also access this form under ‘Start Form’ on User. This form is for adding to your profile an alternate email address under which you have taken CITI training.
- If you are a CUNY researcher/research personnel who DOES NOT have CUNYFirst credentials, request an IRBManager account by emailing [hrpp@cuny.edu](mailto:hrpp@cuny.edu) and include the following information in your email:
  - First and Last Name
  - EMPLID
  - DOB (Does not need to be your actual DOB)
  - PIN (4 digits - you can make something up)
  - CUNY email address