System Requirements

- **Does not** require registration by users
- **Does require** a WSU Access ID & Password

*A WSU Access ID & Password opens the door to eProtocol*

Use the IRB’s Key Personnel Guidance Tool to determine key personnel.

Guidance tools available on the [IRB’s Education website](#)
eProtocol System Requirements

Guest WSU Access ID

- Submit an e-mail request to WSUIRBInfo@wayne.edu
- Include in email guest users:
  - First Name, Middle Name, Last Name
  - Birthdate
  - Previous Access ID (if applicable)
  - Guest user’s Email address

Guest Access ID users will receive an email with ID activation instructions.

- Guest IDs are for 1 year and must be re-activated yearly
- Guest IDs include a WSU Academica account with email
- Guest users can forward their WSU email to their primary email accounts to receive eProtocol notifications.
CITI Training Profile

Adding the WSU Access ID

- Connects key personnel’s CITI training to eProtocol
- If the WSU Access ID is not added the IRB Application cannot be submitted and will cause submission delays
- Incorrect ID or incorrectly added ID will also not allow for the IRB Application to be submitted
- See Guidance Tool for instructions on adding the WSU Access ID to a CITI profile
Mandatory CITI Training

(3) Required CITI Training Modules for

ALL Key Personnel & Authorized Signatories

(I) Basic Course in Human Subjects Research: Biomedical or Social Behavioral Investigators (Refresher course is required every 3 years)

(II) Responsible Conduct of Research Biomedical or Social Behavioral Investigators

(III) Health Information Privacy and Security (HIPS) Module (per research role)
Mandatory CITI Training

Additional CITI Modules based on Research Type

• **Children included as participants** (CITI module: 152332 or 152335)
• **Pregnant Women, Fetuses or Neonates included as participants** (CITI module: 152332 or 152335)
• **Prisoners included as participants** (CITI module: 152333 or 152336)
• **Students included as participants** (CITI module: 152334 or 152337)
• **Internet Research** (CITI module: 152338)
• **International Research** (CITI module: 153207)
Need eProtocol Assistance?

Email: WSUIRBInfo@wayne.edu

or call

The IRB Administration Office
313-577-1628