

# Human Subject Research Investigator CV Requirements and Instructions on How to Upload CV to RSP Gateway/InfoED Profile

## Overview

In accordance with federal regulations and IRB policy, the IRB must assess whether study investigators have the necessary qualifications to conduct a proposed research study. In past years, investigators were asked to attach paper copies of their CVs to each submission. Now an investigator can upload his/her CV into RSP Gateway/InfoED via the following instructions. Once uploaded, the CV will be accessible for all studies in which the individual is listed as an investigator and will not need to be updated for three years.

Undergraduate/graduate students who are not acting as the PI or obtaining informed consent, do not need to have a CV in the system. However, those students who are acting as PI or who are involved in informed consent process for non-exempt studies must have a CV uploaded as one of the study submission documents if they don't have a profile in RSP Gateway/InfoED. Medical residents are not considered students for the purpose of this requirement and require a CV.

For many submissions, student investigators are not clearly labeled as such. If you have students listed as personnel on your study, be sure to specifically indicate in the personnel table in the application that they are student investigators (not co-investigators) so that the IRB Office will be properly informed.

For research that is exempt from IRB review (i.e. most chart/medical records review, surveys, etc. ), only the PI is required to have a CV on file.

## RSP Gateway/InfoED CV Upload Instructions:

- Click **My profile / Edit**.
- Then click **Biosketch / Upload new**.
- Upload the CV using the Biosketch popup. CV/Resume must be a PDF to upload properly.
- Label CV/Bio Name as follows "Full Name" CV "Year."
  - For example, "**Christian LaMantia CV 2019**"
- Click the Upload button to finish, then check to make sure that the correct file was uploaded.

## CVs Uploaded as Part of Study Submission:

- CVs that are included as part of the study submission (instead of profile) should be labeled in the following way: "Study Number", "Full Name" CV.
- For example, **06100 Christian LaMantia CV**.