

Human Subject Research Investigator CV Requirements and Instructions on How to Upload CV to 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 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.

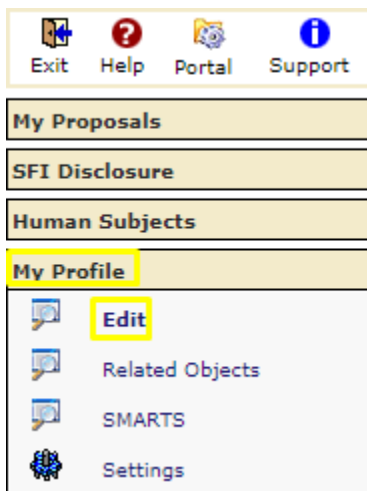
Undergraduate/graduate students who are not acting as the PI or obtaining informed consent, do not need to have a CV in the system. However, those students who are acting as PI or who are involved in informed consent process for non-exempt studies must have a CV uploaded as one of the study submission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

In 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-Inv) so that the IRB Office will be properly informed.

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

InfoED CV Upload Instructions

Click **My profile / Edit**.



Then click **Biosketch / Upload new**.

The screenshot displays a web application interface. On the left is a sidebar menu with the following items: General, Advisees (0), Appointments, Associations and Societies (0), Backups, **Biosketch**, Certifications, Classification Codes, Collaborators (2), Conflict of Interest Disclosures, Courses Taught (0), Creative Activities (0), Custom Category (0), Delegates (2), Education (0), Employment (0), Honors and Awards (0), Languages (0), MD Information, Memberships (0), Other Information, Patents (0), Portal Preferences, Professional Lic. and Cert. (0), Publications (0), Research Interests (0), Resources, Reviewed Works (0), Sponsor Credentials (0), and Sponsored Funding (0). The 'Biosketch' item is highlighted in yellow.

The main content area features a popup window titled 'Upload BioSketch' with the URL 'https://rspgateway.wright.edu/profile/PopUpBioUpload.asp?Uni...'. The popup contains an 'Upload' button at the top right, a text input field labeled '*CVBio Name', and a file upload section with an 'Upload' button, a 'Choose File' button, and the text 'No file chosen'. The entire popup window is highlighted with a yellow border.

Below the main content area is a blue bar with the text 'Upload New' highlighted in yellow. Below this bar is a row of buttons: PDF, Rebuild, Replace, Edit Name, and Delete. At the bottom of the page, there are three buttons: PHS 398/2590 Template, NIH SF424 Template, and Create New Personal Template.

- Upload the CV using the Biosketch popup above. **CV/Resume must be a PDF to upload properly.**
- Label CVBio Name as follows “full name” CV Year (i.e. 2019 or 2020). For example, **“Christian LaMantia CV 2019”**
- Click the Upload button to finish, then check to make sure that the correct file was uploaded.
- CVs that are included as part of the study submission (instead of profile) should be labeled in the following way: **06100 Christian LaMantia CV.**

Please be aware that the IRB Office is working to make this process easier by setting up the system to allow the individual creating the submission to create/revise the personnel table, upload the CVs, check annual SFI disclosure status and training requirements for each investigator added to a study. However, such functionality is not currently operational. Please monitor the website for updates and changes.