

****Research Ready: Onboarding New Researchers at CWRU****

(Systems Access)

This process is required when...

A new CWRU faculty, staff or student will be doing research and needs to be added to a funding proposal, Institutional Review Board (IRB), Institutional Biosafety Committee (IBC) or Institutional Animal Care and Use Committee (IACUC) application.

Normal turn-around time from submission...

2-5 days

Always needed for funded research...

Request a CWRU Network ID

- [If the person does not already have one (department must do this)]
<https://its-services.case.edu/my-case-identity/affiliates/request/>

Complete Spiderweb Profile

- A CWRU Network ID is required – the individual must do this step
<http://research.case.edu/spiderweb/>

Request a SpartaPre Account

- Once the Spiderweb profile is complete, under the Administrative tab click Sparta Request Person to add the individual to Sparta.
- The Department administrator will then need to email Sparta@case.edu to request that the person be added to a specific department and routing

Request a SpartaCOI Account

- Email cwrucoi@case.edu for account activation

Complete COI Disclosure Form

- Once notified that the form is available

Sometimes needed, depending on the type of research...

Human Subjects Research

Request a SpartaIRB Account

- if submitting to either CWRU or UH IRB
<https://case.edu/research/faculty-staff/education-and-training/spartaairb-info>

Complete CREC Certification

- <https://case.edu/research/faculty-staff/education-and-training/continuing-research-education-credit-crec>

Recombinant DNA Research

Request an IBC Account

- Contact case-ibc@case.edu

Vertebrate Animal Research

Request an IACUC Account

- Contact iacuc@case.edu

Processes/procedures that can happen simultaneously...

Activities should occur simultaneously (for best efficiency), with the following exceptions:

- SpartaCOI account will be created after the Spiderweb profile is complete
- CREC certification has to be completed before an IRB protocol will be approved

What slows down the process...

- SpartaCOI account cannot be created until the Spiderweb Profile is completed.
- SpartaIRB accounts cannot be created without either a CWRU Network ID and email address or a UH user ID and email address.
- Inconsistent email address in CITI/CREC and SpartaIRB – the same email address is necessary to link CREC Training to the SpartaIRB account.
- CREC Training is not completed.

Who can help...

Getting a CWRU ID:

- Your department
- Help Desk (<https://case.edu/utech/help>, 216.368.4357)

Spiderweb: Sparta Team (sparta@case.edu)

SpartaPre: Sparta Team (sparta@case.edu)

SpartaCOI: COI Team (cwrucoi@case.edu, 216.368.7600)

SpartaIRB: CWRU IRB Team (cwru-irb@case.edu, 216.368.0134)

CREC: CREC Team (crec@case.edu, 216.368.5963)