

****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 SPARTA Grants Account

- Once the Spiderweb profile is complete, the DA in the department will be able to request an individual's Sparta Grants account by navigating to the Administrative tab, then clicking on the Sparta Request Person link (<https://research.case.edu/spiderweb/admin/sparta.request.person.cfm>)
- Depending on the time of day of the request, Sparta Grants account will be created either the same day, or the following morning.
- All users are created with a generic Staff role. If a specific department role/access is needed, the DA 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

Establishing an ORCID ID

- Review and complete the steps to create you ORCID ID at <https://researchguides.case.edu/orcid>

Sometimes needed, depending on 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. IBC and IACUC accounts require a CWRU Network ID.
- 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...

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

IACUC: IACUC Team (iacuc@case.edu, 216.368.3815)

IBC: IBC Team (case-ibc@case.edu, 216.368.0838)

Getting a CWRU ID:

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

ORCID ID: Kelvin Smith Library (<https://researchguides.case.edu/orcid>, 216.368.6596)

Spiderweb: Sparta Team (sparta@case.edu)

SPARTA Grants: 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)

