Instructions for requesting access to a study in WCG IRB or Advarra

Advarra
1. Log in or create an account at https://www.cirbi.net/CIRBI/
   • If you do not yet have an account, there will be an opportunity during the account creation process to request access to existing studies by providing the Sponsor name, protocol number (i.e. Advarra IRB, typically in the format Pro000xxxxx), and investigator’s name.

2. If you have an account already, request access to existing studies by emailing cirbi@advarra.com with the request. You should provide the Sponsor name, Advarra IRB number (typically in the format Pro000xxxxx), and investigator’s name for all studies you need to be added to.

WCG IRB
1. Log in or create an account at https://connexus.wcgirb.com/
2. On the Dashboard of your account, click Request Access in the center
3. Select the radio button next to Site and type the PI’s name into the search box (format: last, first) and click Search

4. If the PI has multiple studies with WCG IRB, you will be asked to provide the WCG Tracking ID (i.e. the WCG IRB number). This should be an 8-digit number.
5. Confirm that the study listed at the bottom of the Request Access box is the correct study. If yes, click Submit Request in the bottom right corner of the box.