

- o Password: (case sensitive)
- o <sup>TM</sup> ~~Completing each record~~ click “Create” on the Main Menu. Continue through the record,
- o Whoever creates the record is considered the “Owner.”
  - f* For others to be able to view and edit the record, the “Owner” must give access via the “Access List” link at the top of the record.
  - f* The “Owner” is the only party who is able to grant access to the record.
  - f* Contact HRPO ([hrpo@umaryland.edu](mailto:hrpo@umaryland.edu)) for assistance in changing the “Owner,” if necessary.
- o Select “Definitions” at the top of each screen to obtain descriptions of each field.
- o The Unique Protocol ID is the CICERO application number (000R-xxxx)
- o The University of Maryland is the Sponsor of any UMB investigator initiated studies.
- o The Responsible Party is the protocol Principal Investigator identified in CICERO.
  - f* **The person designated on the CT.gov record as the Responsible Party must ensure that the record is complete and accurately reflects the protocol information as approved by the IRB.**
  - f* The Principal Investigator must have an individual CT.gov account to be listed as the Responsible Party.
  - f* Contact HRPO ([hrpo@umaryland.edu](mailto:hrpo@umaryland.edu)) for new CT.gov accounts.

- o Oversight information should be entered verbatim as follows:
  - f* Board Name: U of Maryland, Baltimore, Professional Schools IRB
  - f* Board Affiliation: U of Maryland Baltimore
  - f*