

## (Systems Access)

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.

2-5 days

- [If the person does not already have one (department must do this)]  
<https://its-services.case.edu/my-case-identity/affiliates/request/>
- A CWRU Network ID is required – the individual must do this step  
<http://research.case.edu/spiderweb/>
- 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](mailto:sparta@case.edu)

Request an IBC Account

- Contact [case-ibc@case.edu](mailto:case-ibc@case.edu)

Request an IACUC Account

- Contact [iacuc@case.edu](mailto:iacuc@case.edu)



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



- 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.



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

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

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

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