Quick Reference Guide
eIRB Registration Requirements

New to the eIRB system? Start here to get registered and complete your required human subjects research training.

1. **OHSU Employee ID Request Form** (if you are not an OHSU employee)
   - Fill this out completely. Upon completion, employee IDs are usually created quickly, but they do not populate in every OHSU system right away. It is best to wait 2-3 days from the time you get your number to attempt creating your eIRB account.

2. **Big Brain Registration Form**
   - Choose “Current OHSU Employee without Network Account”
   - It will ask you for your name, employee number, email address and to create a login.
   - Complete the following: Conflict of Interest Disclosure (eCoI), HIPAA Booster, Basic RCR for All, Human Subjects Research & FDA Regulated Products.

3. **eIRB Registration Form**
   - Fill out the form. The system will send an email to the email address provided with a temporary password.
   - As soon as this is done, the person automatically populates & can be added to a study.

*If you have questions, contact the IRB Help Desk at 503-494-7887, option 1, or email irb@ohsu.edu.*