

How to Upload CV and CITI Training Certificate in Kuali IRB

Overview

This guide provides step-by-step instructions on how to add research personnel and upload required documents, such as a **Curriculum Vitae (CV)** and **CITI Training Certificate**, within the Kuali IRB system.

Step 1: Navigate to the People Section

- Open your protocol in Kuali IRB
- Navigate to the **People** section
- Click on **+ Add Info** to add a new person

People

Please list all research personnel including the Principal Investigator

Columns

+ Add Line

	PERSON	HOME UNIT	RESEARCHER ROLE	TRAINING
+ Add Info				

Step 2: Enter Personnel Details

Locate the individual using their name, CSU eID, or email address, and ensure all required information is completed prior to proceeding.

Add

Additional Protocol Personnel -- search by name, CSU eID, or email address

Please note that Personnel and Department lists include information across the entire CSU System (excluding students). If you cannot find your name or department or need students to access your protocols, please submit a ticket using the [VPR Service Desk](#).

Search for personnel by typing the last name on the line below

Home Unit (CO for Fort Collins and PB for Pueblo)

Email Address

Click Here to Add Text

Phone

Click Here to Add Text

CSU Status

☐ Faculty

☐ Graduate Student

✕ Cancel

✓ Done

Step 3: Scroll to Personnel Attachments

- Scroll down within the same window
- Locate the **Personnel Attachments** section
- Click **+ Add Info** to upload documents

Personnel Attachments

This may include training records, CV/resume, Biosketch, NDAs, Scope of Work, specific credentials etc., as appropriate.

Columns

+ Add Line

	PERSONNEL ATTACHMENT	NAME	ATTACHMENT
+ Add Info			

Step 4: Upload CV and CITI Certificate

In the attachment upload window:

◆ Upload File

- Drag and drop your file OR click **Choose** to upload

◆ Enter Details

- **Name:** Provide a clear name (e.g., *John Doe CV*, *CITI Certificate*)
- **Attachment Type:** Select from dropdown:
 - CV (Curriculum Vitae)
 - CITI Training Certificate

Add

Personnel Attachment

 Drag & Drop a File or

+ Choose

Name

Attachment Type

Biosketch

CV

CITI Training Certificate

NDA

Credential

Other

- **Comments (optional):** Add any relevant notes