

Here are instructions to create an iLab account and obtain Preparatory to Research approval:

To create an iLab account, if you do not already have one:

1. Go to <https://wvu.corefacilities.org/account/login>
2. Sign in using your WVU credentials. This should re-direct you to the standard WVU login page.
3. Once logged in, select your lab/PI. If the lab or PI you are affiliated with does not appear in the drop-down list, please select "CTSI Community" as your lab. You will receive an email when your account has been finalized.

To submit a Preparatory to Research proposal:

1. From the iLab home page, open the left menu using the 3 bars and choose "Core Facilities."
2. From the list of cores, select the WVCTSI Clinical Research Design, Epidemiology, and Biostatistics Core.
3. In the upper right hand corner of the core home page, click on the "Request Services" tab.
4. Choose "request service" next to Preparatory to Research IRB Submission.
5. Complete the request form in full by downloading the Preparatory to Research template out of iLab, completing the form, and attaching the completed form using the upload link; then click "submit." Please do not enter any payment information.
6. Once your submission has been reviewed and approved, a signed copy of the Preparatory to Research form will be available within your iLab request. From there, you can download the signed copy and attach to your IRB submission.