**Requesting a Research Billing Number (RBN)**

**\*\*Important Notes Before Submitting\*\***

* The study MUST be created in CTMS before requesting a RBN
* The study MUST have an IRB status of “Approved” in the system

**Submission Process**

1. Go to: <https://www.med.upenn.edu/apps/my_dot_med>
2. Login using your PennKey & PennKey password
3. Under the header ‘Research Support’ (top right of screen), select ‘Research Billing Application (RBA)’
4. Select “Submit a new request” (see below)



1. Fill out the required sections and click “Submit” in the bottom left corner.
2. Your RBN request has been submitted!

**Next Steps:**

1. An auto-generated email will be sent to the appropriate BA to approve the RBN request. This involves linking the protocol (IRB#) to the study. Regarding #2 above, if the project is not fully “Approved,” in the system, your BA will not be able to move forward until it is.
2. Your BA will also link the account (fund) to the IRB project number.
3. Once BA-approved, OCR will review the PRA and, upon approval, issue a Research Billing Number.