webIRB CITI Training Log and Walkthrough of OHRPP Website

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You may have heard…

Earlier this year, OHRPP announced CITI and UCLA Single Sign-On integration which would enable new tools in webIRB…and the final version of these tools will be available starting ***tomorrow!***

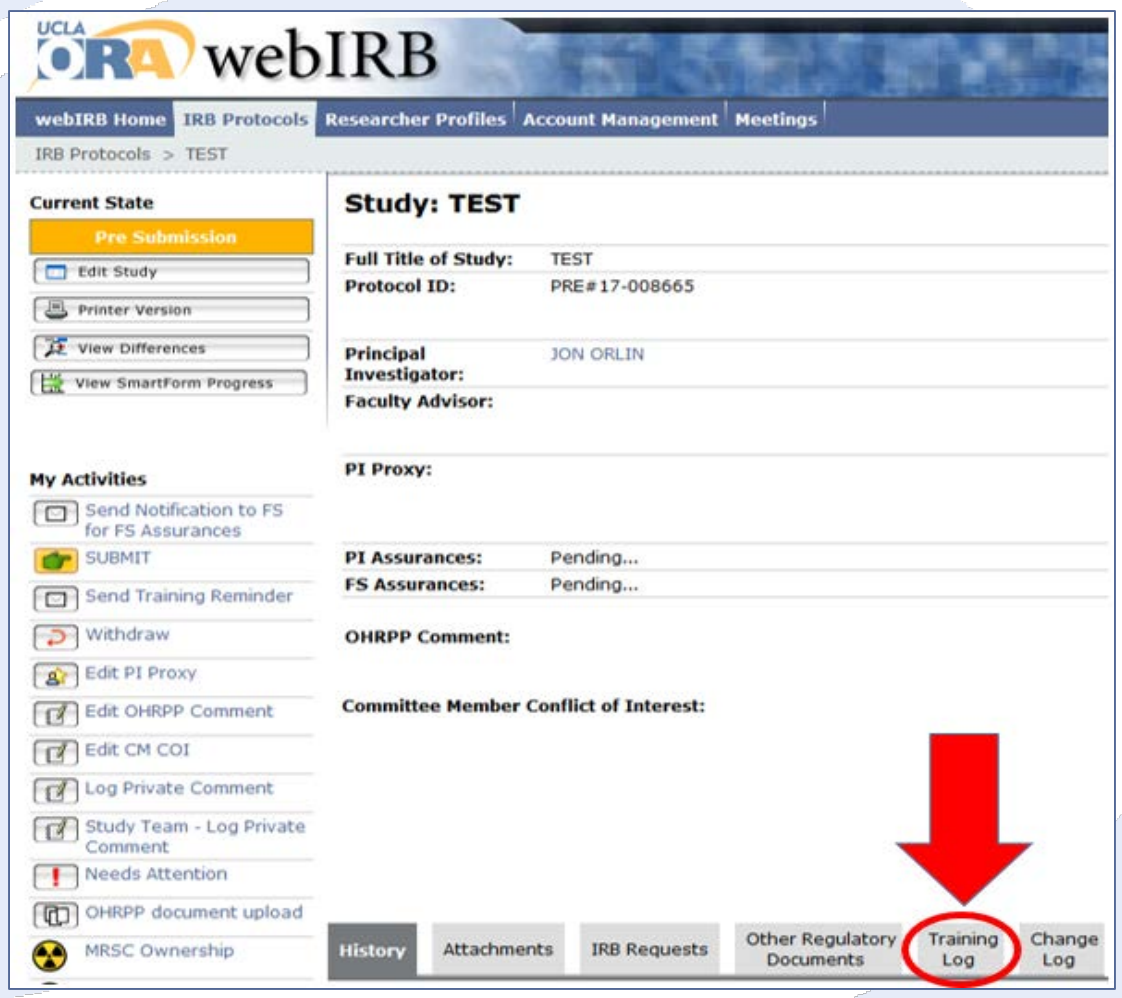
As a refresher…

- UCLA uses The Collaborative Institutional Training Initiative (CITI) Program for several online research training requirements

- Single Sign-On (SSO) is a way to log into multiple related software systems utilizing a single ID and password

webIRB CITI Training Log

The Training Log tab will now be available in the same location across all study workspaces:



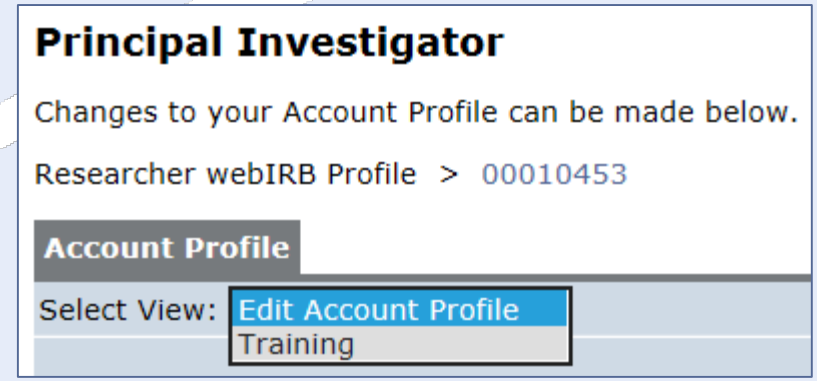
- This training log will only display people that are listed in section 1.1 of the study
- If you see "**No CITI data available**" listed, that person likely either has not:
  - linked their CITI account to their UCLA SSO or
  - does not have any relevant trainings completed

CITI

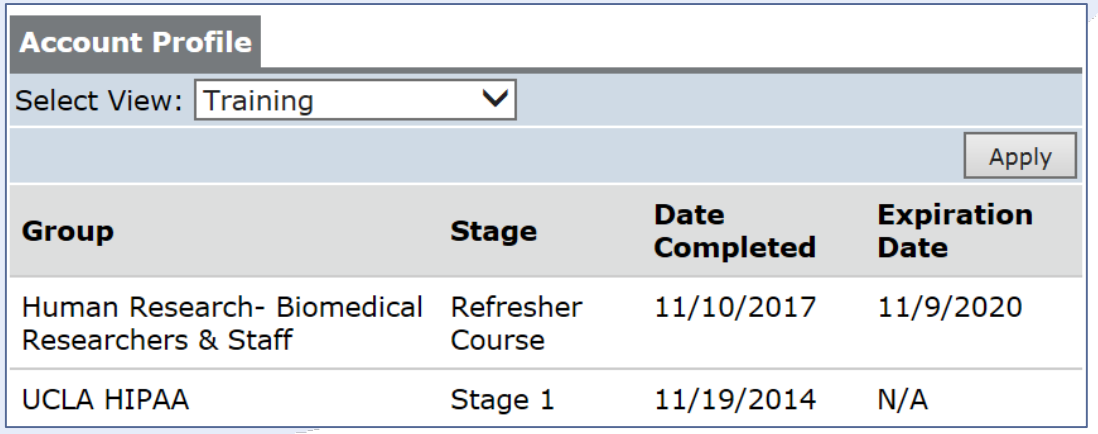
Name	Role On Study	Group	Stage	Date Completed	Expiration Date
RESEARCHER 1	PI	Good Clinical Practice (OPTIONAL)	GCP	4/3/2016	4/3/2019
		Human Research- Biomedical Researchers & Staff	Basic Course	8/6/2015	8/5/2018
		UCLA HIPAA	Stage 1	12/28/2013	
RESEARCHER 2	Study Contact Study Coordinator	Good Clinical Practice (OPTIONAL)	GCP	8/28/2009	8/27/2012
		Human Research- Biomedical Researchers & Staff	Refresher Course	1/4/2016	1/3/2019
		UCLA HIPAA	Stage 1	10/16/2013	
RESEARCHER 3	Co-Principal Investigator	Good Clinical Practice (OPTIONAL)	GCP	12/14/2017	12/13/2020
		Human Research- Biomedical Researchers & Staff	Basic Course	6/26/2015	6/25/2018
		UCLA HIPAA	Stage 1	3/4/2011	
RESEARCHER 4	Co-Investigator	No CITI data available			

Checking your training is simple…

- Log into webIRB
- Click your name in the top right-hand corner
- Use the Select View menu to choose Training



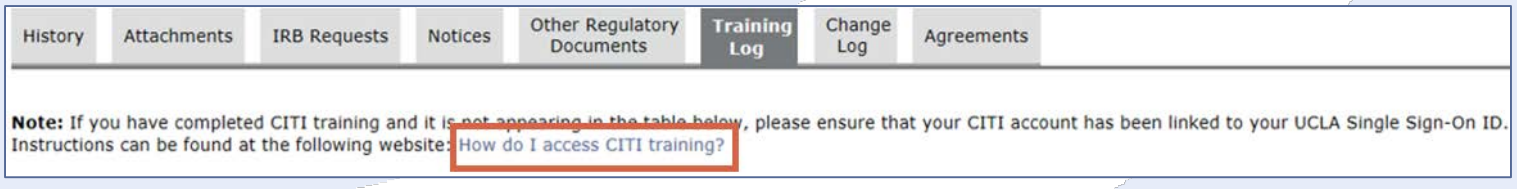
- Confirm that your current trainings are listed



Group	Stage	Date Completed	Expiration Date
Human Research- Biomedical Researchers & Staff	Refresher Course	11/10/2017	11/9/2020
UCLA HIPAA	Stage 1	11/19/2014	N/A

If you have current CITI training at UCLA but it is not appearing in the webIRB CITI Training Log…

make sure to link your CITI account to your UCLA SSO. Guidance for linking accounts is available on our website and in the guidance text of the Training Log:



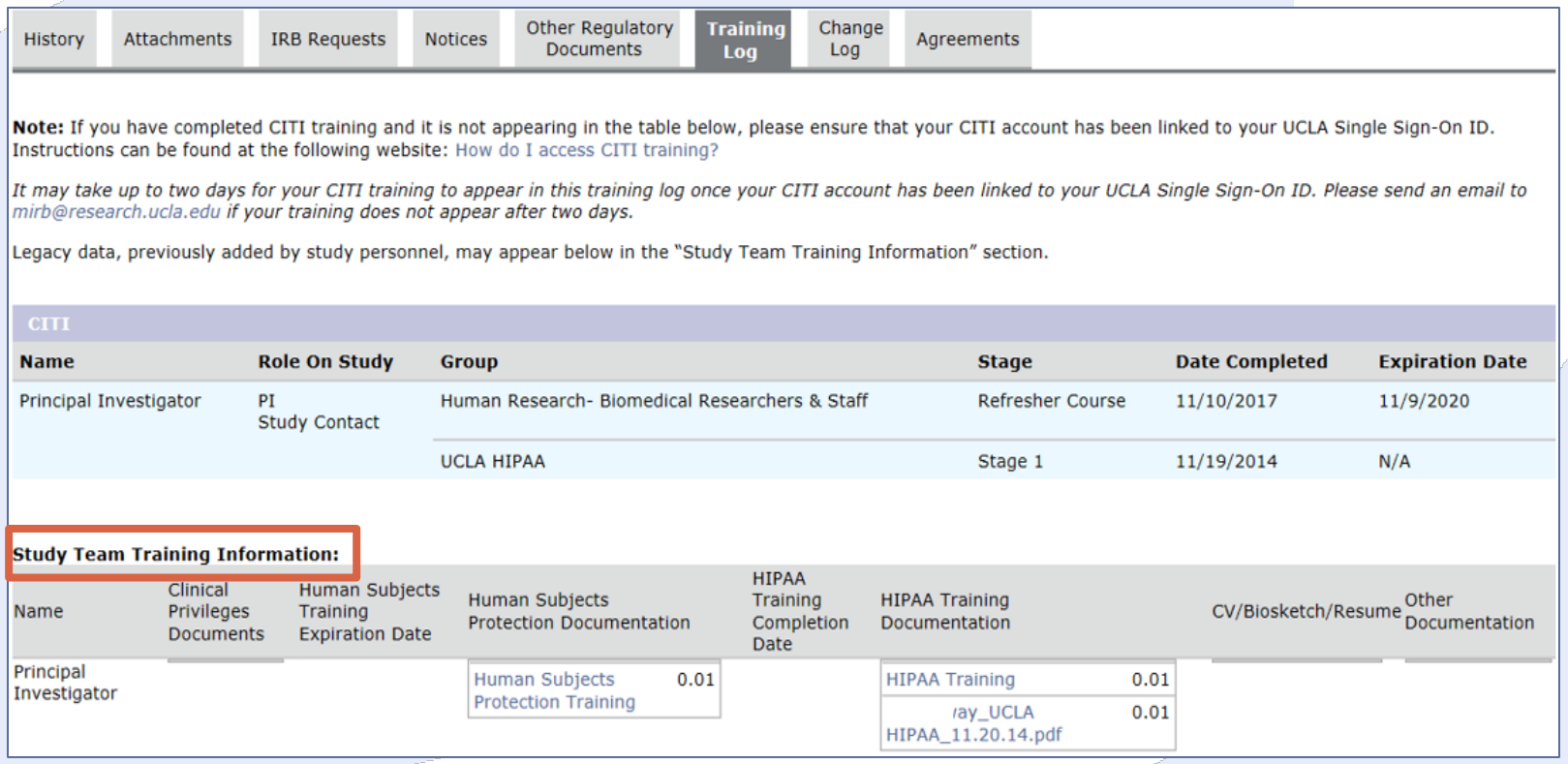
Training Log Visual Shortcut

- **Red text** indicates that a previously completed training is expired or there is no CITI data connected to that account

Group	Stage	Date Completed	Expiration Date
Human Research - Social & Behavioral Researchers & Staff	Basic Course	6/2/2009	6/1/2012

webIRB Profile Information

Items that were previously added by researchers to their webIRB Profile (such as their resume or CV) will continue to be located in the Training Log in the lower section titled "Study Team Training Information".



History | Attachments | IRB Requests | Notices | Other Regulatory Documents | **Training Log** | Change Log | Agreements

Note: If you have completed CITI training and it is not appearing in the table below, please ensure that your CITI account has been linked to your UCLA Single Sign-On ID. Instructions can be found at the following website: How do I access CITI training?

It may take up to two days for your CITI training to appear in this training log once your CITI account has been linked to your UCLA Single Sign-On ID. Please send an email to mirb@research.ucla.edu if your training does not appear after two days.

Legacy data, previously added by study personnel, may appear below in the "Study Team Training Information" section.

CITI

Name	Role On Study	Group	Stage	Date Completed	Expiration Date
Principal Investigator	PI Study Contact	Human Research- Biomedical Researchers & Staff	Refresher Course	11/10/2017	11/9/2020
		UCLA HIPAA	Stage 1	11/19/2014	N/A

Study Team Training Information:

Name	Clinical Privileges Documents	Human Subjects Training Expiration Date	Human Subjects Protection Documentation	HIPAA Training Completion Date	HIPAA Training Documentation	CV/Biosketch/Resume	Other Documentation
Principal Investigator			Human Subjects Protection Training 0.01		HIPAA Training 0.01 ray_UCLA HIPAA_11.20.14.pdf 0.01		

Walkthrough of OHRPP Website

http://ora.research.ucla.edu/ohrpp

Greatest Hits (since October 2017)

- Certification (CITI Training)
- Consent, Assent, and Screening Templates
- Policies and Guidance
- HIPAA Research Guidelines and Information
- IRB Meeting Calendars
- For and About the IRB
- Contact Us
- Getting Started with an IRB Application
- Relying on Other IRBs
- Staff Directory

Home

- **Letter for Sponsors**
  - Details such as Federalwide Assurance (FWA) number and description of our electronic IRB system

- **Human Research News and Other Announcements and Newsfeed**

For Researchers

- Getting Started with an IRB Application
  - List of suggestions on how to get started, resources needed, and an overview of the submission process
- HIPAA Research Guidelines and Information
  - Overview of HIPAA and link to University of California Permission to Use PHI for Research Forms

Consent Templates

- Consent, Assent, and Screening Templates
  - Wide range of templates and standard consent form language
  - Includes subject comprehension tools and other resources to be used during the informed consent process

Policies and Guidance

- Frequently referenced in correspondence from the IRB
- Several tip sheets to guide investigators
- Good reference point when crafting a new study

Education and Training

- Certification (CITI Training)
  - Recently updated section that includes an FAQ and guidance for checking that your study team has completed training

UCLA ORA
Office of Research Administration

IRB Meeting Calendars

Review Board	Monthly View	Year at a Glance	Key Information
Medical Institutional Review Board 1 (MIRB1) Reviews general and internal medicine, infectious diseases, and dental and ophthalmologic research.		2018	**Chair:** Daniel L. Clemens, MD, PhD **IRB Administrator:** Anthony Saldaña (310) 825-5351 **Member Roster**
Medical Institutional Review Board 2 (MIRB2) Reviews oncology and hematology research.		2018	**Chair:** Allan Pantuck, MD **IRB Administrator:** Greg Ellis (310) 825-5406 **Member Roster**
Medical Institutional Review Board 3 (MIRB3) Reviews neuroscience, neurology, psychiatric, drug abuse, and related behavioral science research.		2018	**Chair:** James McGough, MD **IRB Administrator:** Mark Mimnaugh (310) 825-4804 **Member Roster**
North General Institutional Review Board (NGIRB) Reviews research from the College of Letters & Science and the Professional Schools.		2018	**Chair:** Todd Franke, PhD **IRB Administrator:** Paul Lillig (310) 206-2091 **Member Roster**
South General Institutional Review Board (SGIRB) Reviews social-behavioral research from the Schools of Public Health, Nursing, and Medicine.		2018	**Chair:** Thomas J. Coates, PhD **IRB Administrator:** Gloria Varghese (310) 825-3969 **Member Roster**

IRB Staff Information

- Medical IRB Staff
- General IRB Staff

View Unified Calendar

Relying on Other IRBs

- Handy place to find information about entering into reliance agreements with other IRBs

For Research Participants

- Recently updated with input from IRB committee members and researchers. Resources for current or potential participants

Contact OHRPP

Contact Us

Staff Directory

Organizational Chart

North & South General Institutional Review Boards (GIRB)

Telephone: (310) 82**5-7122**

Email: gcirb@research.ucla.edu

The Medical Institutional Review Boards 1, 2, & 3 (MIRB)

Telephone: (310) 82**5-5344**

Email: mirb@research.ucla.edu

Reliance Arrangements

Email: irbreliance@research.ucla.edu

Quality Improvement & Education

Email: ohrppeqi@research.ucla.edu

Human Research News

If you would like to subscribe to announcements from the Human Research News mailing list, please send an e-mail to:

investigators-l+subscribe@lists.ucla.edu

The subject line and body of the e-mail can be blank.

Thank you!

- For questions:
  - North & South General IRBs
    - x57122
    - gcirb@research.ucla.edu
  - Medical IRBs
    - x55344
    - mirb@research.ucla.edu