

webIRB CITI Training Log and Walkthrough of OHRPP Website

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April 12, 2018

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:

The screenshot displays the webIRB interface for a study named 'TEST'. The top navigation bar includes 'webIRB Home', 'IRB Protocols', 'Researcher Profiles', 'Account Management', and 'Meetings'. The current page is 'IRB Protocols > TEST'. The 'Current State' section shows 'Pre Submission' as the active state, with buttons for 'Edit Study', 'Printer Version', 'View Differences', and 'View SmartForm Progress'. The 'My Activities' section lists various actions such as 'Send Notification to FS for FS Assurances', 'SUBMIT', 'Send Training Reminder', 'Withdraw', 'Edit PI Proxy', 'Edit OHRPP Comment', 'Edit CM COI', 'Log Private Comment', 'Study Team - Log Private Comment', 'Needs Attention', 'OHRPP document upload', and 'MRSC Ownership'. The 'Study: TEST' section provides details: 'Full Title of Study: TEST', 'Protocol ID: PRE# 17-008665', 'Principal Investigator: JON ORLIN', and 'Faculty Advisor:'. The 'PI Proxy' section is empty. The 'Assurances' section shows 'PI Assurances: Pending...' and 'FS Assurances: Pending...'. The 'OHRPP Comment' and 'Committee Member Conflict of Interest' sections are also empty. At the bottom, a navigation bar contains tabs for 'History', 'Attachments', 'IRB Requests', 'Other Regulatory Documents', 'Training Log', and 'Change Log'. A large red arrow points to the 'Training Log' tab, which is circled in red.

- ❖ 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

Principal Investigator

Changes to your Account Profile can be made below.

Researcher webIRB Profile > 00010453

Account Profile

Select View: Edit Account Profile
Training

- ❖ Confirm that your current trainings are listed

Account Profile

Select View: Training ▼

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:



UCLA OHRPP Office of the Human Research Protection Program

Research Administration > OHRPP > Education and Training > Certification (CITI Training)

Home

Contact OHRPP

For Researchers

Consent Templates

Relying on Other IRBs

Policies and Guidance

Education and Training

Post Approval Reporting

Human Subjects Protection Certification via CITI

- What is CITI Training?
- Am I required to complete Human Subjects Protection training? When?
- Am I required to take CITI HIPAA Research Training?
- How do I access CITI training?
- Do I need to renew Human Subjects Protection Training?
- How can I check that my Key Personnel have completed training?
- Where can I get more information?

Overview

Certification (CITI Training)

Resources

NEW: Create a New CITI Program Account via UCLA SSO

NEW: Link an Existing CITI Program Account via UCLA SSO

History	Attachments	IRB Requests	Notices	Other Regulatory Documents	Training Log	Change Log	Agreements
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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?](#)

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
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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 0.01 HIPAA_11.20.14.pdf		

Walkthrough of OHRPP Website

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

ORA EFM RSAWA OCGA OHRPP ORIS OVCR UCLA

Office of the Human Research Protection Program

Research Administration > OHRPP

- Home
- Contact OHRPP ▶
- For Researchers ▶
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- Quality Improvement ▶
- For and About the IRB ▶
- For Research Participants ▶
- Other Resources ▶
- About the OHRPP ▶
- webIRB Home
- HIPAA FAQs

Welcome



The Office of the Human Research Protection Program (OHRPP) is the administrative arm of the UCLA Human Research Protection Program (HRPP). The OHRPP in partnership with the research community is responsible for ensuring the safety and welfare of participants in Human Research Projects conducted under the aegis of UCLA. The OHRPP, which is a Division within the Office of Research Administration, provides the campus and the five UCLA Institutional Review Boards (IRBs) with professional guidance and administrative support.

HUMAN RESEARCH NEWS

and Other Announcements

Click here for the IRB meeting deadline calendars: <http://ora.research.ucla.edu/OHRPP/Pages/MeetingCalendars.aspx>

Posted On 3/21/2018

OHRPP Verification of CITI Program Training

On January 11, 2018, the Office of Research Administration (ORA) announced Single Sign-On (SSO) integration for CITI Program Training...

Resources

webIRB

GO!

CITI

Full Accreditation

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



Letter for Sponsors

❖ Human Research News and Other Announcements and Newsfeed

HUMAN RESEARCH NEWS

and Other Announcements

Posted On 3/21/2018

OHRPP Verification of CITI Program Training

On January 11, 2018, the Office of Research Administration (ORA) announced Single Sign-On (SSO) integration for CITI Program Training...

[Read more](#)

Posted On 2/16/2018

NIH Policy on Certificates of Confidentiality

The National Institutes of Health (NIH) has significantly expanded the use of Certificates of Confidentiality (CoCs)...[Read more](#)

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

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) 825-7122

Email: gcirb@research.ucla.edu

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

Telephone: (310) 825-5344

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