webIRB CITI Training Log and Walkthrough of OHRPP Website

Jon Orlin
OHRPP Special Projects Coordinator
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.
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.
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](image)

![Account Profile](image)

- Confirm that your current trainings are listed

<table>
<thead>
<tr>
<th>Group</th>
<th>Stage</th>
<th>Date Completed</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Research- Biomedical Researchers &amp; Staff</td>
<td>Refresher Course</td>
<td>11/10/2017</td>
<td>11/9/2020</td>
</tr>
<tr>
<td>UCLA HIPAA</td>
<td>Stage 1</td>
<td>11/19/2014</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Group</th>
<th>Stage</th>
<th>Date Completed</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Research - Social &amp; Behavioral Researchers &amp; Staff</td>
<td>Basic Course</td>
<td>6/2/2009</td>
<td>6/1/2012</td>
</tr>
</tbody>
</table>
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”.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role On Study</th>
<th>Group</th>
<th>Stage</th>
<th>Date Completed</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>PI Study Contact</td>
<td>Human Research - Biomedical Researchers &amp; Staff</td>
<td>Refresher Course</td>
<td>11/10/2017</td>
<td>11/9/2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UCLA HIPAA</td>
<td>Stage 1</td>
<td>11/19/2014</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**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?](https://access.citi.edu).

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Clinical Privileges Documents</th>
<th>Human Subjects Training Expiration Date</th>
<th>Human Subjects Protection Documentation</th>
<th>HIPAA Training Completion Date</th>
<th>HIPAA Training Documentation</th>
<th>CV/Biosketch/Resume</th>
<th>Other Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td></td>
<td></td>
<td>Human Subjects Protection Training</td>
<td>0.01</td>
<td>HIPAA Training</td>
<td>0.01</td>
<td>ey_UCLA HIPAA_11.20.14.pdf</td>
</tr>
</tbody>
</table>

**Study Team Training Information:**
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

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 2/18/2018
**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

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

**IRB Staff Information**
- Medical IRB Staff
- General IRB Staff
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 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
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