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## HUMAN RESEARCH NEWS v10, n1: WELCOME TO 2010!

**Date: 2010-01-07**

Welcome to 2010 and the year's first issue of Human Research News. The Office of the Human Research Protection Program (OHRPP) is pleased to provide the following updates and information about its ongoing improvements:

- **Improved Website:** The OHRPP Website has been updated and expanded. Please link to the website at <http://ohrpp.research.ucla.edu> and save this new address.
- **webIRB Rollout:** The UCLA web-based IRB application is now available in a limited release through March 2010. A staggered rollout to the rest of the campus will continue through June of 2010. For more details about this electronic application system and the rollout schedule please see the [webIRB FAQs](#) on the OHRPP website.
- **Updated IRB Paper Submission Forms:** Based on feedback from researchers and research staff a number of improvements in formatting and wording have been made to the following submission forms and checklists: HS-1 (both biomedical and social/behavioral versions), HS-4 Continuing Review, the post approval reporting forms (for adverse events and violations and incidents), and various application supplements, particularly the Supplement for the Waiver of Consent.
- **Be sure to download any paper applications from [the forms page on the website](#)** so that the most current version is used. Even though the office is converting to an entirely electronic submission process, the paper forms will be in use for almost a year and will likely continue to be updated. Feedback about the questions in the paper forms will be used to improve the on-line application.
- **CITI Training Requirements:** Please note that as of September 2009 CITI training is required for all researchers submitting new and continuing review IRB applications. Previous completion of the UCLA "Protecting Human Research Subjects" online education program is not accepted in place of the CITI training course. Faculty, staff, and student researchers, and faculty sponsors of student researchers, are required to complete the instructional modules assigned to the Biomedical or Social & Behavioral Researchers and Staff learner groups. The Good Clinical Practice (GCP) course and the Responsible Conduct of Research (RCR) courses are optional and are NOT accepted in lieu of the Researcher/Staff learner group modules. Click [here](#) for the link to this on-line training and associated FAQs.
- **Calendar for Scheduled Training Sessions** about Human Subjects Research available through Campus Human Resources is posted on the [OHRPP website](#). Other related educational opportunities for the campus community available directly through the OHRPP are also described on the OHRPP [Education and Training](#) webpage.
- **HIPAA Information:** The OHRPP website now includes a section about HIPAA including FAQs and various translations of the UC Permission to Use PHI forms.
- **External IRBs:** Under very limited and proscribed circumstances UCLA investigators may be able to use an IRB external to UCLA's IRBs. Information about this is now described on the OHRPP website. Although the information about the use of Western IRB is extensive, information about the other external IRBs is brief but is in the process of being expanded.
- **Discontinuation of Mailed Receipts for IRB Submissions:** The IRBs will not longer mail out receipts for IRB submissions. This change in procedure is being made for several reasons: 1) Most researchers ask for and receive a receipt when they drop off their submission in the Kinross Building. 2) OHRPP resources are being focused on implementing the webIRB and expanding the use of electronic communication in other areas, including posting approval information on the [Office of Research Online Portal](#).
- **Application of Expiration Date to Human Subjects Research Exempt Certifications:** OHRPP policy has been changed to apply expiration dates to exempt certifications so that continuing review can be conducted to establish that protocols are still active and maintain exempt status. **Effective January 1, 2010, all human subjects research protocols that are certified by the UCLA OHRPP to be exempt from IRB review will have a limited 5 year certification period.** Researchers are required to request continuing review and certification of exemption for projects that continue after 5 years. Additional information is available in [Human Research News v10 n2](#).