

## webIRB Tips: *January 17, 2014*

### **TIP: Maintain Your CITI Training Certificates in Researcher Profiles**

Upload completion certificates for CITI online training classes into your researcher profile to enable the UCLA IRB/OHRPP to verify current training for ALL studies from one place.

#### **5 STEPS TO UPLOAD TRAINING CERTIFICATES**

1. Log in to webIRB
2. Click on "Profile" tab on your Home Page
3. Click on your name, listed under the "Profile" tab
4. Select "Edit Researcher Profile" activity from list on left side of screen
5. Upload certificates

Training requirements and recertification instructions:

CITI human research training: <http://ora.research.ucla.edu/OHRPP/Pages/CITITraining.aspx>

CITI HIPAA research training: <http://ora.research.ucla.edu/OHRPP/Pages/HIPAA.aspx#training>

**Note:** UCLA HIPAA Research training completed prior to 2009 is not included in CITI. Researchers may either complete the 7 question CITI UCLA HIPAA Research training OR upload a copy of their prior certificate of completion.

### **\$25 Pre-Paid VISA Cards Now Available for Human Research**

Effective January 13th, 2014 UCLA added \$25 Pre-Paid VISA Cards through US Bank as an option of preferred gift cards available for Human Subject Disbursement Programs. Ordering preferred stock allows for quicker delivery to departments as well as the option to return unused cards and eliminates all processing and shipping fees. Please allow up to four weeks for processing if you would like a denomination not offered as preferred stock. US Bank cards are not available for Employee Recognition Programs.

**Questions?** Contact the UCLA Business and Finance office Mon.-Fri. 9:00 - 3:30 at: [asksfs@finance.ucla.edu](mailto:asksfs@finance.ucla.edu) or (310) 825-9194

**webIRB:** Select "Gift Card" in Section 16.1/Item 1.0 if you will use Pre-Paid VISA Cards to remunerate research participants.

### **QUESTIONS**

Please direct any questions to the IRB staff at:

MIRB1, MIRB2, MIRB3: [mirb@research.ucla.edu](mailto:mirb@research.ucla.edu) or (310) 825-5433

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