

## Human Research News

Subject: OHRPP Verification of CITI Program Training

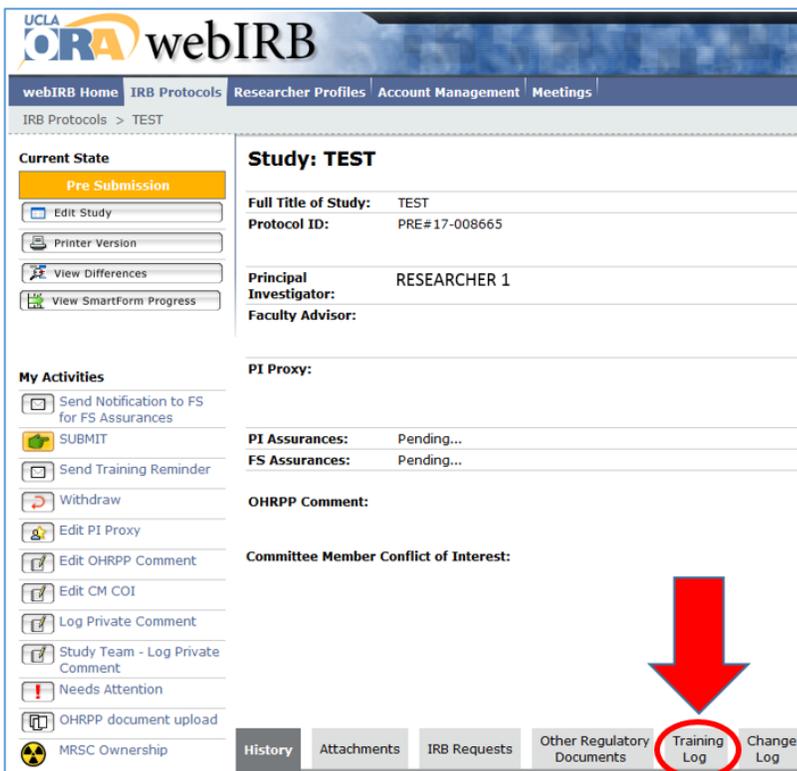
March 21, 2018

Dear UCLA Research Community,

On January 11, 2018, the Office of Research Administration (ORA) announced [Single Sign-On \(SSO\) integration for CITI Program Training](#). Many of you have taken advantage of this new method of logging into the CITI Program website using your UCLA SSO account and password rather than a separate account. We have created a new tool in webIRB that will allow you to easily track the CITI training records of all personnel listed in the Key Personnel section of your webIRB application without having to search through an extensive spreadsheet.

This linkage between CITI and UCLA SSO enables the new CITI Training Log in webIRB, which will be our primary source for verifying CITI training going forward. The CITI Training Completion List spreadsheet will no longer be updated after April 2, 2018. For your convenience, the April 2 version will remain posted on the [OHRPP website](#) for the remainder of 2018. However, OHRPP staff will only verify CITI trainings that were completed after April 2, 2018 using the Training Log tab within webIRB.

### Training Log Tab Location in webIRB Workspace:



The screenshot displays the webIRB interface for a study titled "TEST". The top navigation bar includes "webIRB Home", "IRB Protocols", "Researcher Profiles", "Account Management", and "Meetings". The current page is "IRB Protocols > TEST". On the left, there are sections for "Current State" (Pre Submission) with buttons for "Edit Study", "Printer Version", "View Differences", and "View SmartForm Progress"; and "My Activities" with various actions like "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 main content area shows study details: "Study: TEST", "Full Title of Study: TEST", "Protocol ID: PRE#17-008665", "Principal Investigator: RESEARCHER 1", "Faculty Advisor:", "PI Proxy:", "PI Assurances: Pending...", "FS Assurances: Pending...", "OHRPP Comment:", and "Committee Member Conflict of Interest:". 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 down to the "Training Log" tab, which is also circled in red.

**Training Log Tab Contents:**

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			

If you have completed CITI training and the courses do not appear in the Training Log (see example of Researcher 4 above) you may need to link your CITI account to your UCLA Single Sign-On ID. Instructions to link the accounts can be found on the following website: [How do I access CITI training?](#)

For additional details about CITI training, please visit [How can I check that my Key Personnel have completed training?](#) We hope that these enhancements improve your experience managing your research portfolio and will help new users address training requirements more easily.

Thank you,

UCLA Office of the Human Research Protection Program

[Contact Information](#)

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