Human Research News

Subject: OHRPP Verification of CITI Program Training
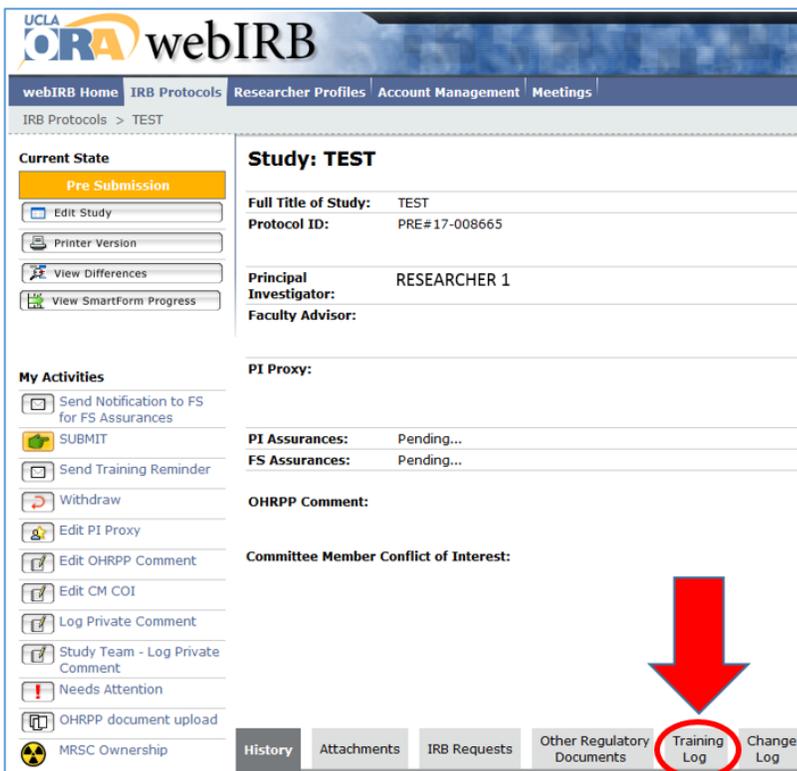
March 21, 2018

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 webRIB, 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:

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

This message was originally sent via the Human Research News mailing list. If you would like to subscribe to future announcements, please send an e-mail to: investigators-l+subscribe@lists.ucla.edu. The subject line and body of the e-mail can be blank.