



OHRPP Updates

August 12, 2021

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Edit Study Personnel & automated training
check functions



Upcoming planned webIRB *temporary* shutdown

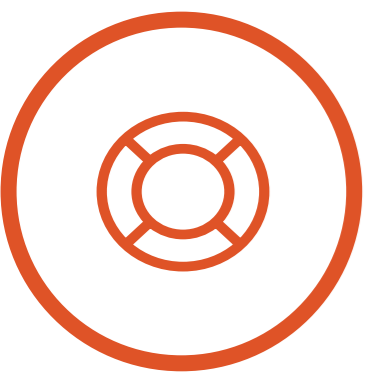


OHRPP Office Hours



Human Research News





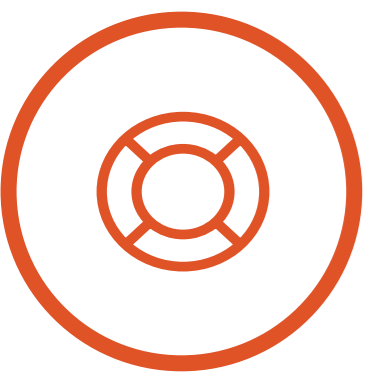
Edit Study Personnel & Auto Training Checks

- As of July 1, 2021, webIRB has a new function that allows the PI, PI proxy, and study contact person to add or remove certain members of the study team ***without submitting an amendment.***
- As the same time (and to make the edit study personnel function possible) we launched ***automated training checks*** for key personnel with roles that require human subjects training.
 - These checks will be done for initial submissions, AMs, CRs, and with the “edit study personnel” function
 - If training isn’t complete, you’ll get an error message preventing submission

Edit Study Personnel & Auto Training Checks

- We have a recorded training available for anyone who missed the Learn at Lunch presentation in July. You can find the training [here](#) (slide deck is [here](#)) with our other webIRB video tutorials:

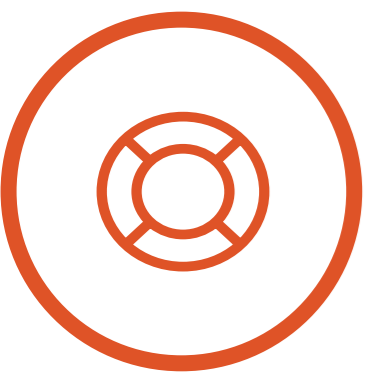
The screenshot shows the webIRB website interface. At the top left, there is a logo for "webIRB" and "UCLA Research Administration". Below the logo is a navigation bar with "webIRB Home" and a breadcrumb trail: "webIRB Home > Quick Reference Guides & Training Materials > Investigators & Research Staff". On the left side, there is a sidebar menu with the following items: "Login", "Training Information", "webIRB Accounts", "Schedule of System Maintenance and Upgrades", "Quick Reference Guides & Training Materials" (with sub-items "Investigators & Research Staff" and "IRB Committee Members"), and "Forms to Upload in webIRB". The main content area is titled "For Investigators & Research Staff" and contains an "IMPORTANT NOTE" box stating: "Be sure to click the Submit button if you want any activity to be reviewed or approved by the IRB. This button is located on the left hand side of the webIRB screen under 'My Activities.'" Below this is a section for "Video Tutorials *New" with the text "Follow the link to access short instructional videos on:" and a list of three items: "Accessing Approval Notices and Other Study Documents", "Completing PI Assurances for a New Study", and "New webIRB Functions Automatic Training Checks and Edit Study Personnel *New". A green arrow points to the last item. At the bottom of the main content area, it says "Additional videos coming soon".



Edit Study Personnel & Auto Training Checks

How to prevent submission delays under the new functions:

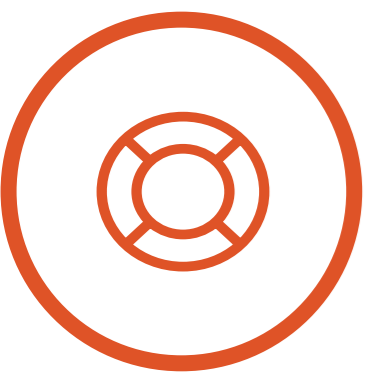
1. Use the new “edit study personnel” function to ***remove any key personnel no longer working on the project***
2. Ensure that key personnel have their **CITI account linked to their SSO**
3. Ensure that key personnel with multiple CITI account **merge them into a single account**
4. Ensure that key personnel working on the project **maintain current required training**



Edit Study Personnel & Auto Training Checks

FAQ:

- Does the automatic CITI check run for the study contact person listed in section 1.1/item 4.0? **No, but the CITI check is used for the PI, FS, and Key Personnel**
- Can the Study Contact Person use the Edit Study Personnel Activity even if they do not have the PI Proxy privileges? **Yes**
- Will CITI training be required for people who have the role "Fund Manager (CITI not required if only serving in this role)"? **No, CITI training is not required for the following roles:**
 - "Regulatory Coordinator (CITI not required if only serving in this role)"
 - "Fund Manager (CITI not required if only serving in this role)"



Edit Study Personnel & Auto Training Checks

FAQ:

- When does the CITI training information sync to webIRB? Is this done on an ongoing basis, hourly, or once a day (if so, what time)? **Once a day (a midnight feed from CITI is converted into webIRB format and synced at 8am)**
- Can I use the Edit Study Personnel activity when an amendment is open? **No**
- Can I use the Edit Study Personnel activity when a study is in an “expired” state? **Yes, but only to remove personnel.**
- Can I use the Edit Study Personnel activity to change the P.I. or Co-P.I.? **No**
- Can I use the Edit Study Personnel activity to change the Co-Investigator? **Yes**

Planned temporary webIRB shutdown

Reminder: There will be a planned shutdown of webIRB (related to SafetyNet Integration) scheduled for

Friday, August 20 5pm

through

Saturday, August 21 5pm

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OHRPP Office Hours

- OHRPP Quality Improvement Unit staff are hosting *half-hour open Q/A sessions every other week* to answer your questions
- *Upcoming sessions*
 - Tuesday, August 17, 2021 8:30am
 - Tuesday, August 31, 2021 8:30am

Register once and you can join any session.



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