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
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](here)) with our other webIRB video tutorials:

![webIRB Home](UCLA Research Administration)
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.
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
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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