



# OHRPP Updates

---

August 12, 2021

# OHRPP Updates

Edit Study Personnel & automated training  
check functions



Upcoming planned webIRB *temporary* shutdown

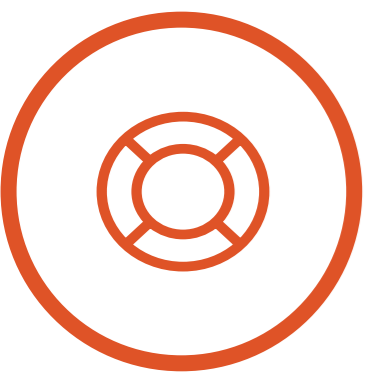


OHRPP Office Hours



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. The header includes the webIRB logo and UCLA Research Administration. The breadcrumb trail is: webIRB Home > Quick Reference Guides & Training Materials > Investigators & Research Staff. The left sidebar contains a 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, IRB Committee Members), and Forms to Upload in webIRB. The main content area is titled "For Investigators & Research Staff" and features 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 instruction: "Follow the link to access short instructional videos on:". A list of video titles is provided, with a green arrow pointing to the last item: "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 note at the bottom states "Additional videos coming soon".

**webIRB** | UCLA Research Administration

webIRB Home > Quick Reference Guides & Training Materials > Investigators & Research Staff

▶ [Login](#)

▶ [Training Information](#)

▶ [webIRB Accounts](#)

▶ [Schedule of System Maintenance and Upgrades](#)

▶ [Quick Reference Guides & Training Materials](#)

- ▶ [Investigators & Research Staff](#)
- ▶ [IRB Committee Members](#)

▶ [Forms to Upload in webIRB](#)

**For Investigators & Research Staff**

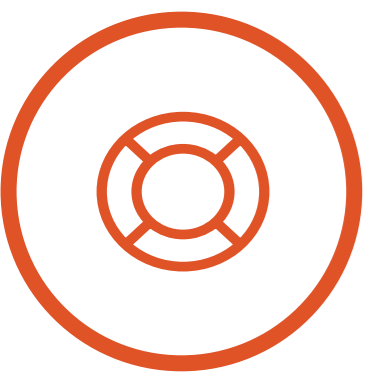
**IMPORTANT NOTE:** Be sure to click the **Submit** button if you want any activity to be reviewed or approved by the IRB. This button is located on the left hand side of the webIRB screen under "My Activities."

**Video Tutorials \*New**

Follow the link to access short instructional videos on:

- [Accessing Approval Notices and Other Study Documents](#)
- [Completing PI Assurances for a New Study](#)
- [New webIRB Functions Automatic Training Checks and Edit Study Personnel \\*New](#)

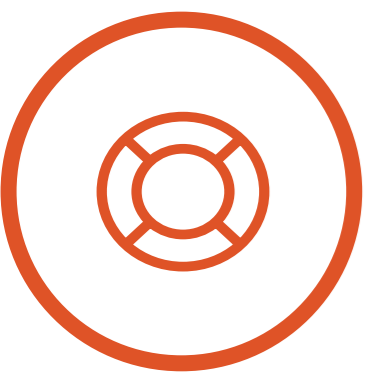
*Additional videos coming soon*



# 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**

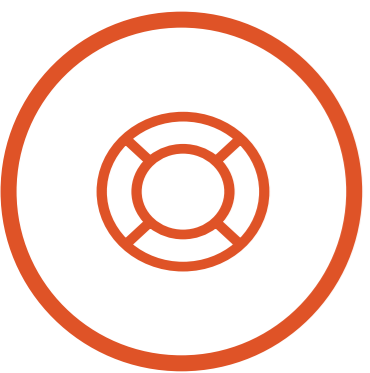


# Edit Study Personnel & Auto Training Checks

## 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**



31

## 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.



## Subscribe to *Human Research News*

To be in the know when OHRPP releases updated guidance and offers training opportunities, please subscribe to *Human Research News*

➤ To subscribe, visit [ORA news subscription](#)