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All UCLA key personnel conducting human research are required to complete human subjects protection training through an online program called the Collaborative Institutional Training Initiative (CITI).

webIRB is UCLA's internet-based software application for the submission and review of research projects involving human subjects.

CITI Training Verification

UCLA OHRPP has created a CITI training lookup tool to search study team members and confirm any active and/or expired CITI trainings.

<https://ohrpp.research.ucla.edu/citi-training/>

Scroll down to the “CITI Training Lookup Tool” and click the hyperlink. Login with single sign on (either campus or mednet).

You can search the individual name(s) of the study team members you would like to validate CITI training.

Last updated: 26 Aug 2022

Mandatory Online CITI Training for Key Personnel

All UCLA key personnel conducting human research are required to complete [human subjects protection training](#) through an online program called the [Collaborative Institutional Training Initiative \(CITI\)](#). Review the [FAQs About CITI Training](#) for registration instructions and training details. Sign up to complete the UCLA Human Subjects Protection training. You can also enroll in the Good Clinical Practice and Responsible Conduct in Research courses, but these courses are optional for most people.

If you have questions, please read the [IRB Training Requirements](#) or check with your supervisor.

Learn at Lunch and Noontime Education Series

OHRPP offers two types of hour-long training sessions for UCLA research staff and faculty: [Learn at Lunch and Noontime Education Series](#). Please subscribe to investigators-l-subscribe@lists.ucla.edu for announcements for upcoming sessions.

WebIRB Training

The OHRPP offers hands-on [webIRB training](#). You will learn and practice common tasks related to submitting and managing studies in the webIRB system.

Privacy and Confidentiality Education and Training

HIPAA information can be found on ResearchGo. Please contact the [Privacy Office](#) at 310-206-3874 with questions about privacy issues and the [Office of Compliance Services](#) with questions about HIPAA training.

Additional Training Resources

Customized OHRPP classes and presentations are available on [a range of topics](#) to fit your needs. To schedule a training or presentation:

- Call or e-mail the [Director or Associate Director](#) to discuss your needs.
- Use the [Human Research Training Request Form](#) to request a presentation tailored to your needs.
- Schedule individual appointments. See [OHRPP Staff Consults](#) for details.
- For general IRB education, requests and assistance, please send an e-mail inquiry to: OHRPPEQI@research.ucla.edu

[NIH Clinical Trials & Human Subjects Requirements & Guidelines](#)

The UCLA Clinical and Translational Science Institute (CTSI) [Grants Submission Unit \(GSU\)](#) has put together a number of tools and resources to clarify the requirements for NIH applications regarding human subjects and clinical trial policies. These resources reflect changes in FORMS-H, which are effective for applications due on or after January 25, 2023, and are meant to help guide you through the requirements, based on the type of studies you are proposing within your application.

Last updated: 2 Feb 2024

Partner Contacts - Human Subjects

- [Cedars-Sinai](#)
- [Charles R. Drew University](#)
- [Lundquist/Harbor-UCLA](#)
- [UCLA](#)

Cedars-Sinai – click [here](#) to go to the Cedars-Sinai Webbridge IRB system. For more information, contact:

Office of Research Compliance and Quality Improvement

Cedars-Sinai Medical Center
8383 Wilshire Blvd., Suite 742
Beverly Hills, CA 90211
Phone: (310) 423-3783
Email: irb@cshs.org

Charles R. Drew University – Click [here](#) for more information on the IRB for Charles R. Drew University. If you have any questions regarding the IRB functions and review process, contact:

Office for the Protection of Human Subjects

Charles R. Drew University of Medicine and Science
1731 East 120th Street, Building F
Los Angeles, CA 90059
Phone: (323) 563-5990
Email: irb@cdrewu.edu

Junko Nishitani, CDU IRB Director
junkonishitani@cdrewu.edu
(323) 563-5990

Lundquist/Harbor-UCLA – Click [here](#) to go to the iRIS IRB System. You will need to log-in. For more information, contact:

Office of Compliance and Regulatory Affairs

Los Angeles Biomedical Research Institute
at Harbor-UCLA Medical Center
1124 West Carson St
Torrance, CA 90502
Phone: (310) 222-3624

View Lundquist/Harbor-UCLA's [workflow](#)

UCLA – The online Institutional Review Board application system, [webIRB](#), is available to all UCLA Investigators and Study Staff. For questions or assistance, contact:

The OHRPP Office

[Office of the Human Research Protection Program](#) (OHRPP)
10889 Wilshire Blvd, Suite 830
Los Angeles, CA 90095-1406
Campus Mail Code: 140648

Email: [North & South General Institutional Review Boards \(GC-IRB\)](#)

Email: [The Medical Institutional Review Boards 1.2. & 3 \(M-IRB\)](#)

Training sessions are being held on the South campus and in the Kinross Building. Click [here](#) to schedule a training session.

To subscribe to the webIRB listserv: Send an e-mail to: webIRB-subscribe@lists.ucla.edu. The subject line and body of the e-mail can be blank

OHRPP IRB Submissions

The Office of Human Research Protection Programs supports two internet-based software applications to support the submission, review, and approval of research projects involving human subjects:

1. [webIRB](#)

- a. New submissions not currently supported in BruinIRB
- b. Amendment/Continuing Review-Closure/ PARs for active and previously approved submissions in webIRB

2. [BruinIRB](#)

- a. UCLA relying on another IRB*
- b. Humanitarian Use Devices (HUD)
- c. Emergency Use
- d. Expanded Access
- e. Right to Try applications

All NEW UCLA relying on another IRB, Emergency Use, HUD, Expanded Access, and Right to Try applications must be submitted in BruinIRB.

***Effective January 25, 2023, all NEW Industry-sponsored, multi-site FDA-regulated research conducted at UCLA must use a single IRB**, per the June 2023, UCLA Policy Board (HRPB) determination. Accordingly, investigators must identify an external IRB (e.g. Advarra or WCG) that will serve as Reviewing IRB for these research studies. Investigators must submit a request to cede review to an external IRB in BRUIN IRB.

Both applications are designed to branch in response to information provided about the study procedures. Each system requires an account that uses the single sign-on UCLA Logon ID credentials. Both applications function as a document repository, providing study personnel with easy access to study documents like approved consent forms.

NOTE:

Submission requirements for amendments, continuing review, and post-approval monitoring reports will differ for studies approved by an external IRB, including clinical studies approved by a commercial IRB. Review the IRB Reliance Policy and the [FAQs for the Commercial IRB Review](#) for additional information.

- All users must have a webIRB account to log into webIRB. Please visit the "[How to get a webIRB account](#)" page for instructions.
- Access [BruinIRB Accounts](#) page for instructions on how to request an account for BruinIRB.

For general questions, contact the OHRPP's main phone numbers (310) 825-5344 for the Medical IRB or (310) 825-7122 for the General Campus IRB. For questions specific to the webIRB

application, email webIRBHelp@research.ucla.edu. Questions related to BruinIRB should be directed to BruinIRB@research.ucla.edu. Please be sure to describe the nature of your question.

Before your study begins, you must have IRB approval. Below are the CTSI partner site IRB submission tools:

Last updated: 2 Feb 2024

IRB Contacts for Partner Sites

-
- [Cedars-Sinai](#)
-
- [Charles R. Drew University](#)
-
- [Lundquist/Harbor-UCLA](#)
-
- [UCLA](#)

Cedars-Sinai – click [here](#) to go to the Cedars-Sinai Webbridge IRB system. For more information, contact:

Office of Research Compliance and Quality Improvement

Cedars-Sinai Medical Center
8383 Wilshire Blvd., Suite 742
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1124 West Carson St
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Last updated: 26 Aug 2022

Source

URL:https://www.researchgo.ucla.edu/human-subjects-irb-process?qt-view_vertical_tab_section_block_29=1

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