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## [Human Subjects / IRB Process](#)

- [Overview/CITI Training Verification](#)
- [Human Subjects](#)
- [UCLA OHRPP IRB Submissions](#)

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).

BruinIRB 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: 29 Jul 2025

### **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](mailto:investigators-l-subscribe@lists.ucla.edu) for announcements for upcoming sessions.

## Privacy and Confidentiality Education and Training

HIPAA information can be found on ResearchGo. Please contact the [Privacy Office](#) at (310) 983-3143 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.
- Visit the [OHRPP Training Upon Request](#) page to learn more about requesting a presentation tailored to your needs.
- For general IRB education, requests, and assistance, please send an e-mail inquiry to: [OHRPPEQI@research.ucla.edu](mailto: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: 29 Jul 2025

## Partner Contacts - Human Subjects

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- [Cedars-Sinai](#)
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- [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](mailto: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](mailto:irb@cdrewu.edu)

Junko Nishitani, CDU IRB Director  
[junkonishitani@cdrewu.edu](mailto: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](mailto: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 Program supports an internet-based software IRB electronic submission system to manage the submission, review, and approval of research projects involving human subjects. The electronic IRB submission system is designed to branch in response to information provided about the study procedures. The system requires an account that uses the single sign-on UCLA Logon ID credential.

**BruinIRB:** Submission and review of all active studies is managed in [BruinIRB](#) as of July 1, 2025. See [BruinIRB Deployment FAQs](#) for more information.

**webIRB:** Access to webIRB was deactivated for researchers as of 07/01/2025. Active studies have been migrated to the replacement BruinIRB application.

Please contact [BruinIRB@research.ucla.edu](mailto:BruinIRB@research.ucla.edu) with any questions.

Consult the [BruinIRB Resource Library](#) for quick guides, training videos, and other information.

For general questions, contact the OHRPP staff at 310-825-5344 or by email: [Staff Directory | UCLA Office of the Human Research Protection Program](#)

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

Last updated: 29 Jul 2025

## 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  
Beverly Hills, CA 90211  
Phone: (310) 423-3783  
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[junkonishitani@cdrewu.edu](mailto:junkonishitani@cdrewu.edu)  
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**Office of Compliance and Regulatory Affairs**

Lundquist/Harbor-UCLA Medical Center  
1124 West Carson St  
Torrance, CA 90502  
Phone: (310) 222-3624

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**Source**

URL: [https://www.researchgo.ucla.edu/human-subjects-irb-process?qt-view\\_vertical\\_tab\\_section\\_block\\_29=0](https://www.researchgo.ucla.edu/human-subjects-irb-process?qt-view_vertical_tab_section_block_29=0)

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