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 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

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: 28 Jan 2026

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 Webridge 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, BruinIRB, 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)
For BruinIRB training requests and assistance, please send an e-mail inquiry to: BruinIRB@research.ucla.edu

For general IRB education, requests and assistance, please send an e-mail inquiry to: OHRPPEQI@research.ucla.edu

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 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: 16 Sep 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 Webridge IRB system. For more information, contact:

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Email: irb@cdrewu.edu

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For general IRB education, requests and assistance, please send an e-mail inquiry to: OHRPPEQI@research.ucla.edu

Last updated: 26 Aug 2022

Source URL:https://www.researchgo.ucla.edu/human-subjects-irb-process?qt-view__vertical_tab_section__block_29=2

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