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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: 22 Mar 2021

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 Human Subjects Updates](#)

The UCLA Clinical and Translational Science Institute (CTSI) [Grants Submission Unit \(GSU\)](#) has put together a number of tools and resources to clarify the new requirements for NIH applications regarding human subjects and clinical trial policies—and subsequent changes to the SF424 (Forms Version E or FORMS-E)—for applications on or after January 25, 2018. The resources are meant to help guide you through the requirements, based on the type of studies you are proposing within your application.

Last updated: 13 Nov 2019

Partner Contacts - Human Subjects

- [Cedars-Sinai](#)
- [Charles R. Drew University](#)
- [LA BioMed](#)
- [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

LA BioMed at 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 LA BioMed'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

webIRB / OHRPP Submissions

[webIRB](#) is UCLA's internet-based software application for the submission and review of research projects involving human subjects. All levels of review use the same webIRB application, which is designed to branch in response to information provided about the study procedures. The system requires a webIRB account that uses the single sign-on UCLA Logon ID credentials. webIRB functions as a document repository, providing study personnel with easy access to study documents like approved consent forms.

[webIRB training](#) is conducted in a computer classroom. The Introduction to webIRB course combines hands-on training in the system using a "sandbox environment" that gives researchers an opportunity to create a new practice study as well as a presentation that describes common functions of the system. Please access the [webIRB training page](#) for the schedule of upcoming classes.

Tips on navigating the webIRB system:

- All users must have a webIRB account to log into webIRB. Please visit the "[How to get a webIRB account](#)" page for instructions.
- Where to go for [webIRB training](#)
- How to [Create a New Study](#) in webIRB
- [Introduction to webIRB](#)
- [webIRB FAQs](#)

Quick guides are available by clicking on the [Quick Reference Guides & Training Materials](#) link on the left-hand side of the [webIRB](#) homepage. For general questions about webIRB, contact the OHRPP's main phone numbers (310-825-5344 for the Medical IRB or 310-825-7122 for the General Campus IRB) or email webIRBHelp@research.ucla.edu and 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: 14 Aug 2019

IRB Contacts for Partner Sites

- [Cedars-Sinai](#)
- [Charles R. Drew University](#)
- [LA BioMed at 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
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Los Angeles, CA 90059
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Last updated: 4 Dec 2020

- Group 1
 - [Clinical Research Information Systems](#)
 - [Clinical Research Business Partners](#)
- Group 2
 - [Office of Research Administration](#)
 - [Jonsson Comprehensive Cancer Center](#)
- Group 3
 - [Office of Human Subjects Protection](#)
 - [CareConnect Website](#)

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URL:https://www.researchgo.ucla.edu/human-subjects-irb-process?qt-view_vertical_tab_section_block_29=2

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