The SLU eIRB tip of the month

As you may know, education on the use of human subjects in research is **mandatory** at Saint Louis University. All faculty, staff, students, and collaborating researchers who are involved in the use of human subjects in research must complete the course of instruction offered by the Collaborative Institutional Review Board Training Initiative (CITI) Human Subjects Training at http://citiprogram.org or provide documentation of having completed a comparable human subjects research training course. More specific information on how to complete the training and what is required can be found on the Training and Education tab of the IRB website. In this month's tip, we'll highlight the eIRB system functionality regarding this mandatory training, including a few tips for ensuring an accurate connection between training records and the eIRB system. Please see the attached tip.

For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site. Previous tips may also be accessed here.

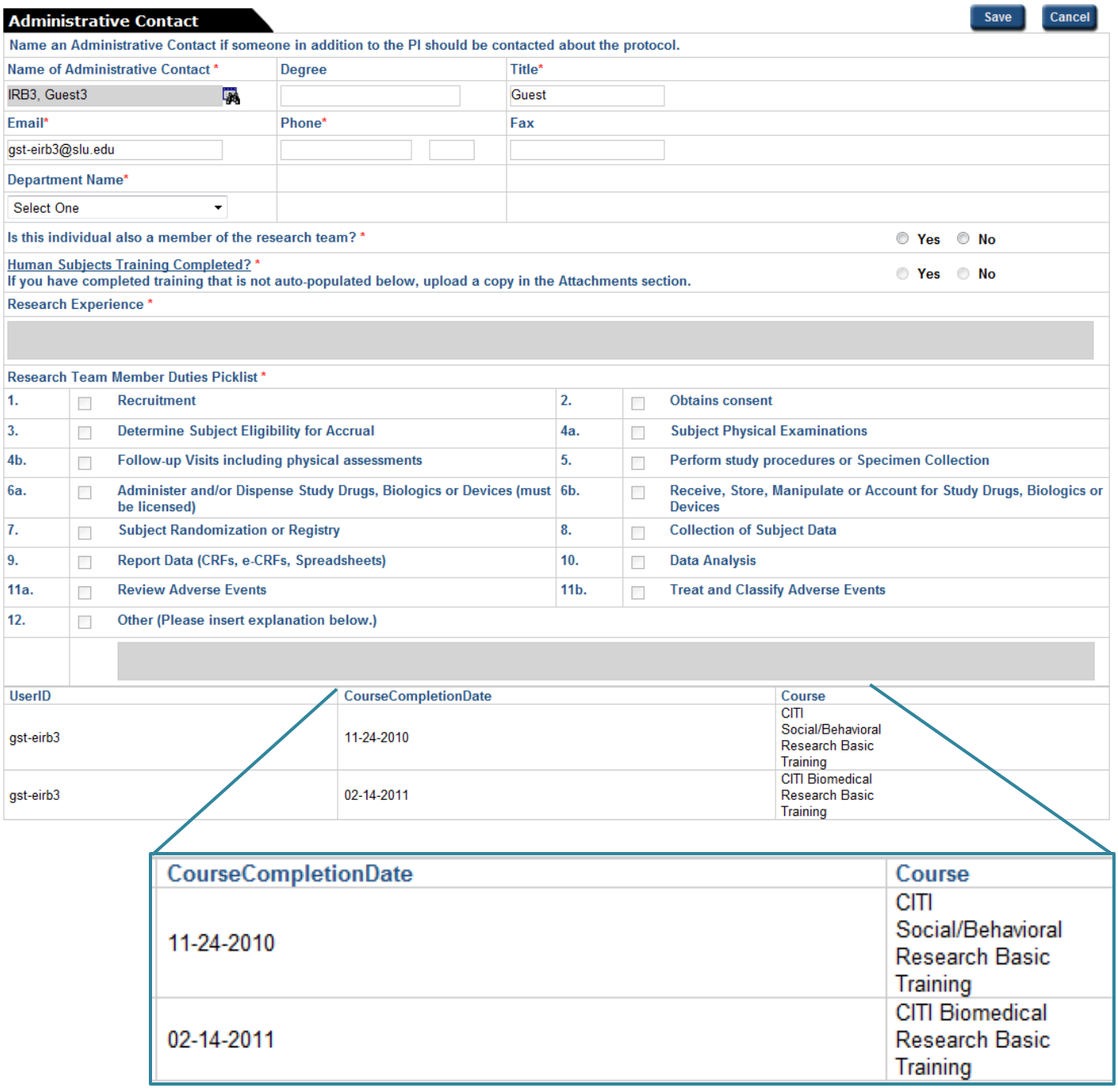
The IRB Office

(314) 977-7744

eIRB Tip of the Month- February 2014 **Proof of Human Subjects Training in eIRB***

As you may know, education on the use of human subjects in research is **mandatory** at Saint Louis University. All faculty, staff, students, and collaborating researchers who are involved in the use of human subjects in research must complete the course of instruction offered by the Collaborative Institutional Review Board Training Initiative (CITI) Human Subjects Training at http://citiprogram.org or provide documentation of having completed a comparable human subjects research training course. More specific information on how to complete the training and what is required can be found on the Training and Education tab of the IRB website, here. In this month's tip, we'll highlight the eIRB system functionality regarding this mandatory training, including a few tips for ensuring an accurate connection between training records and the eIRB system.

1. The IRB's records regarding human subjects training are linked to the eIRB system. Training information should appear at the bottom of the personnel entry for each individual listed on the protocol. See below:



Administrative Contact

Save Cancel

Name an Administrative Contact if someone in addition to the PI should be contacted about the protocol.

Name of Administrative Contact *	Degree	Title*
IRB3, Guest3		Guest
Email*	**Phone***	**Fax**
gst-eirb3@slu.edu		
Department Name*		
Select One		

Is this individual also a member of the research team? * Yes No

Human Subjects Training Completed? * Yes No
If you have completed training that is not auto-populated below, upload a copy in the Attachments section.

Research Experience *

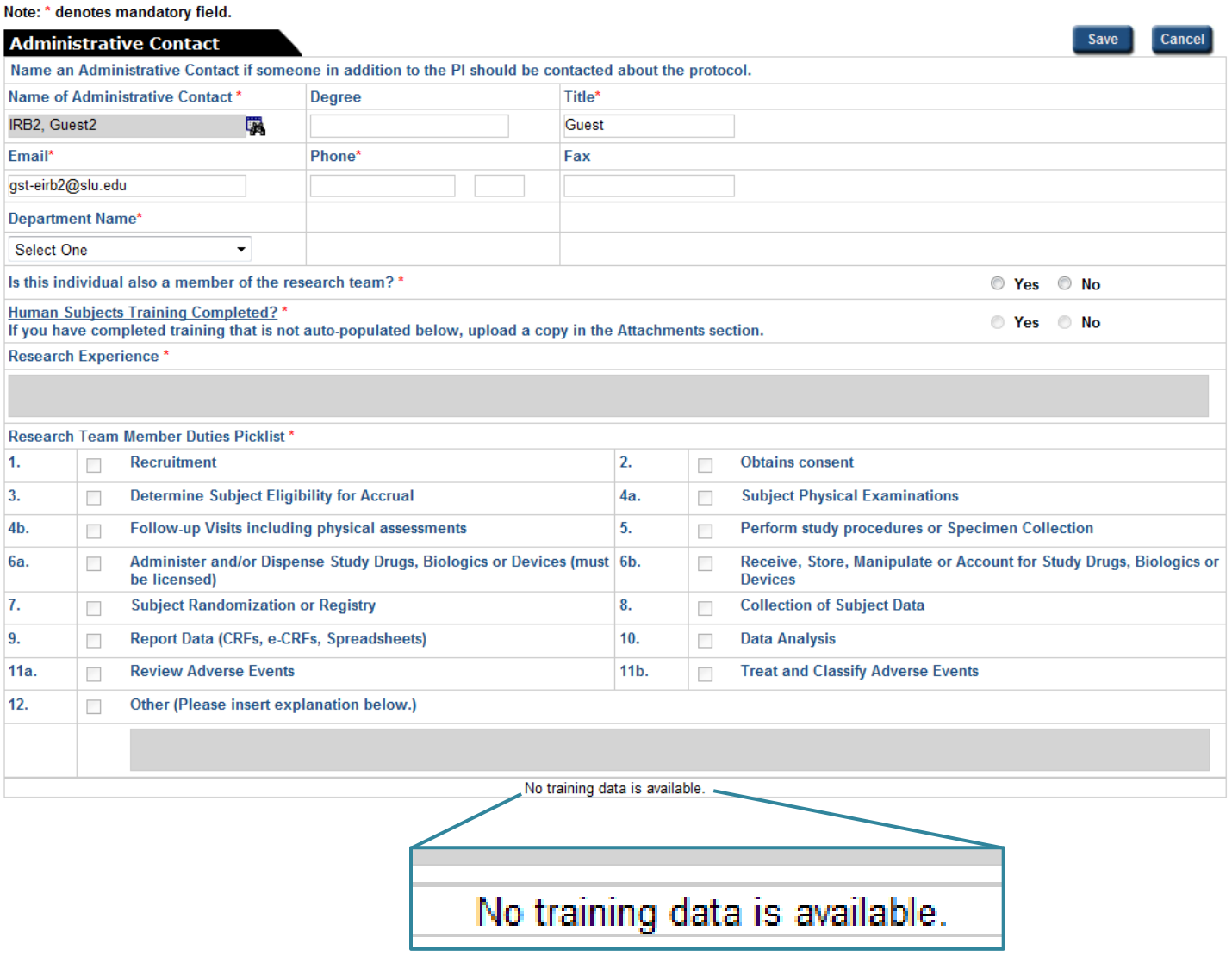
Research Team Member Duties Picklist *

1.	☐	Recruitment	2.	☐	Obtains consent
3.	☐	Determine Subject Eligibility for Accrual	4a.	☐	Subject Physical Examinations
4b.	☐	Follow-up Visits including physical assessments	5.	☐	Perform study procedures or Specimen Collection
6a.	☐	Administer and/or Dispense Study Drugs, Biologics or Devices (must be licensed)	6b.	☐	Receive, Store, Manipulate or Account for Study Drugs, Biologics or Devices
7.	☐	Subject Randomization or Registry	8.	☐	Collection of Subject Data
9.	☐	Report Data (CRFs, e-CRFs, Spreadsheets)	10.	☐	Data Analysis
11a.	☐	Review Adverse Events	11b.	☐	Treat and Classify Adverse Events
12.	☐	Other (Please insert explanation below.)			

UserID	CourseCompletionDate	Course
gst-eirb3	11-24-2010	CITI Social/Behavioral Research Basic Training
gst-eirb3	02-14-2011	CITI Biomedical Research Basic Training

CourseCompletionDate	Course
11-24-2010	CITI Social/Behavioral Research Basic Training
02-14-2011	CITI Biomedical Research Basic Training

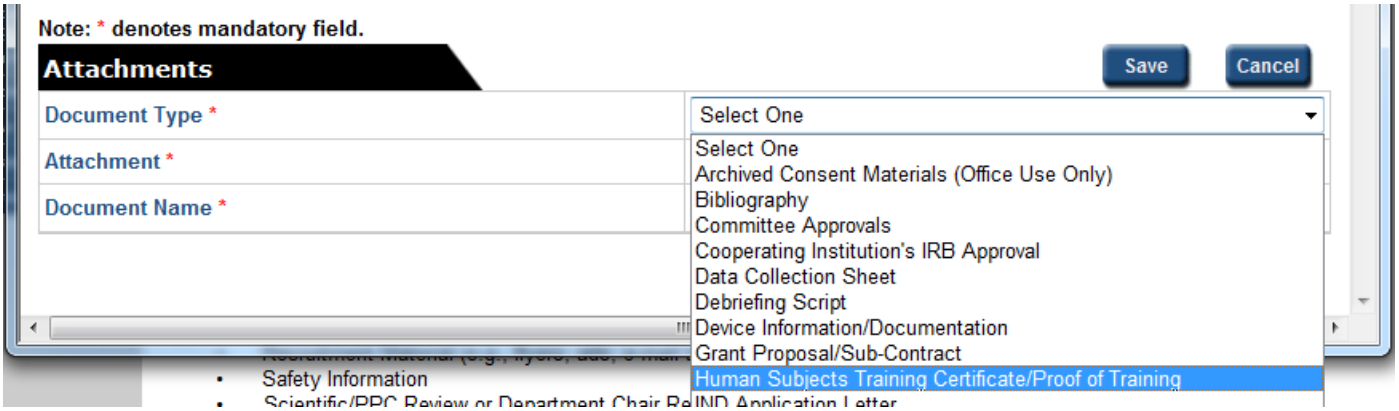
2. Individuals who have not taken a CITI course, who have not affiliated their CITI account with Saint Louis University, or for any other reason have not provided proof of training to the IRB office (at the time they are added to the protocol) will not see a linked training record. See below:



Documentation of an approved educational program must be on file with the IRB office before research on human subjects may begin. Protocols submitted without documented approval will be returned to the research team before processing begins.

Individuals who have not taken a CITI course should follow the instructions on the IRB website, here in order to complete training. Individuals who have previously established a CITI account with another institution may add an affiliation with Saint Louis University to the already existing account. Individuals may also provide proof of comparable training directly to the IRB office to be linked with the eIRB record or may attach proof of training within the protocol. See below for more details:

If you have a completed training that did not auto-populate in the eIRB personnel record, a copy can be uploaded in the Attachments section. Upon receipt of the protocol, the IRB office will ensure the attached training is directly linked in the future. See below:



If you believe your training record should show in eIRB and it is not, please call the office to resolve.

3. Individuals listed in the Non-SLU Collaborator section of the Personnel Information page do not have the linked training feature. A copy of training will need to be uploaded in the Attachments section for every Non-SLU Collaborator on every protocol.

Note: * denotes mandatory field.

Non - SLU Collaborator Save Cancel

Name of Non-SLU Collaborator *	Degree (MD/PhD)	Title *
Email *	**Phone**	**Fax**
Institution/ Company Affiliation *		

Human Subjects Training Completed? * Yes No

Please upload a copy of human subjects protection training in section #16 (Attachments). The IRB will likely accept comparable human subjects protection training other than CITI.

If the research involves a non-SLU investigator/collaborator, it is the responsibility of the SLU PI to ensure that the non-SLU investigator/collaborator has obtained IRB approval from his/her institution (if applicable). A copy of the approval letter from the cooperative institution's IRB must be uploaded in the Attachment Section (#16).

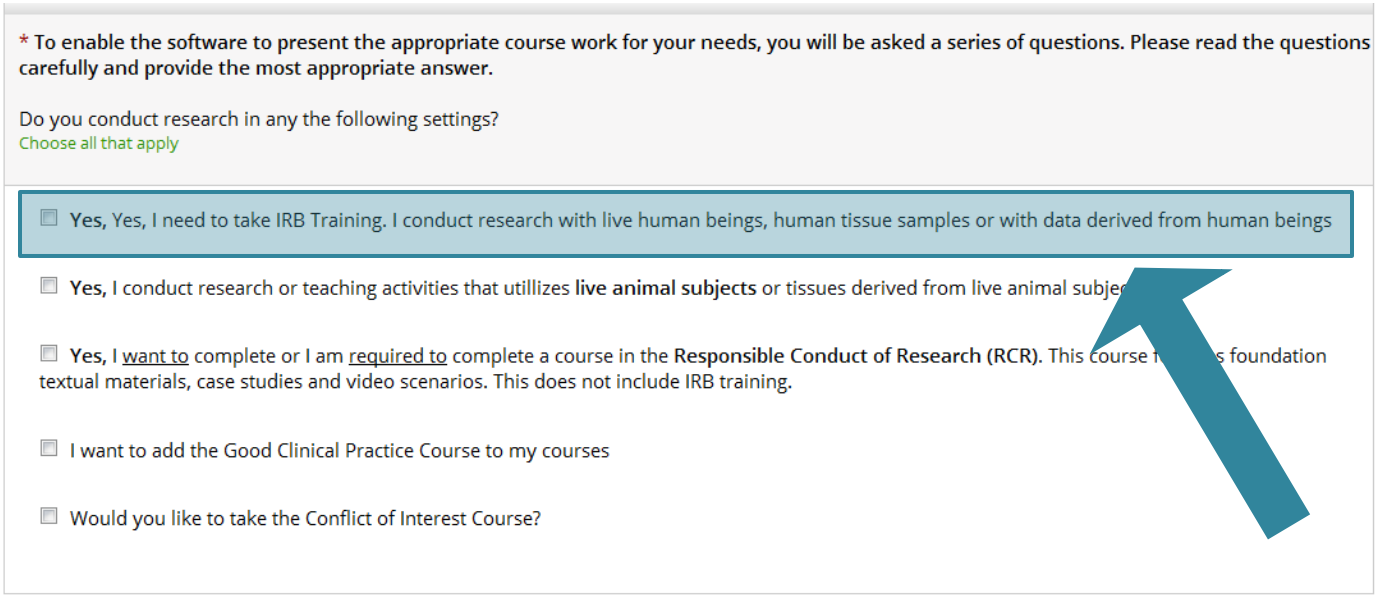
Research Experience *

Research Team Member Duties Picklist*

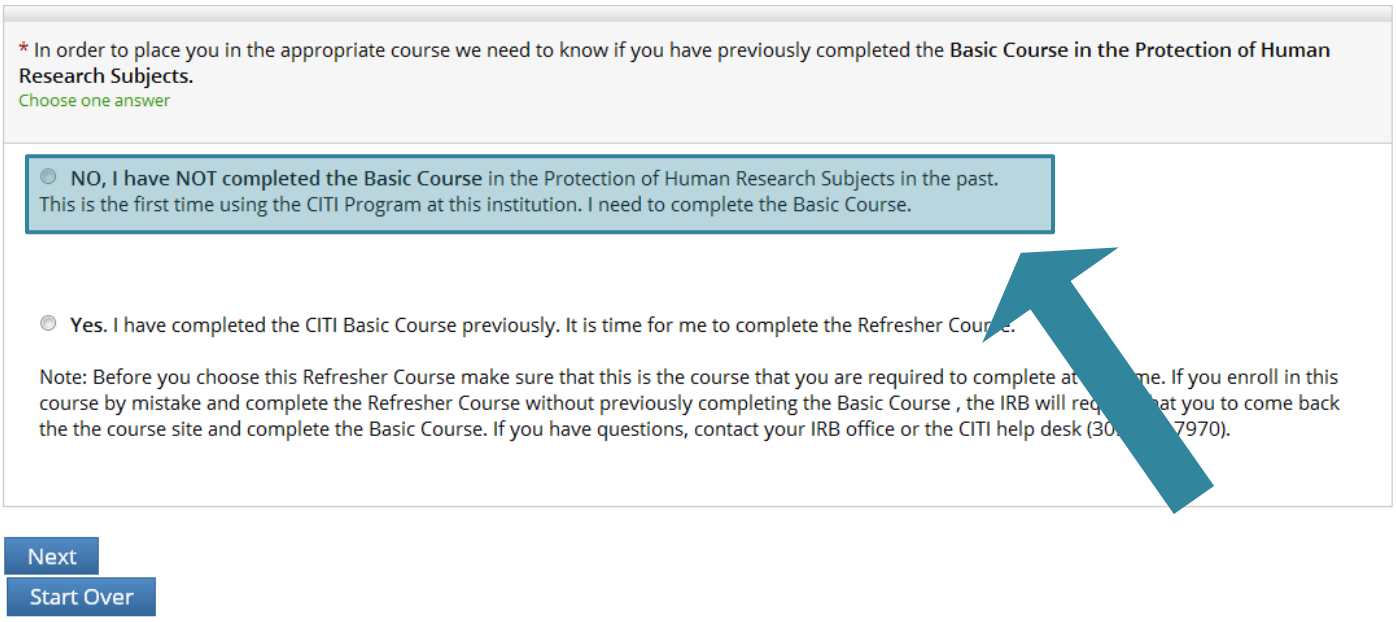
1.	☐	Recruitment	2.	☐	Obtains consent
3.	☐	Determine Subject Eligibility for Accrual	4a.	☐	Subject Physical Examinations
4b.	☐	Follow-up Visits including physical assessments	5.	☐	Perform study procedures or Specimen Collection
6a.	☐	Administer and/or Dispense Study Drugs, Biologics or Devices (must be licensed)	6b.	☐	Receive, Store, Manipulate or Account for Study Drugs, Biologics or Devices
7.	☐	Subject Randomization or Registry	8.	☐	Collection of Subject Data
9.	☐	Report Data (CRFs, e-CRFs, Spreadsheets)	10.	☐	Data Analysis
11a.	☐	Review Adverse Events	11b.	☐	Treat and Classify Adverse Events
12.	☐	Other (Please insert explanation below.)			

The following tips refer directly to your CITI account.

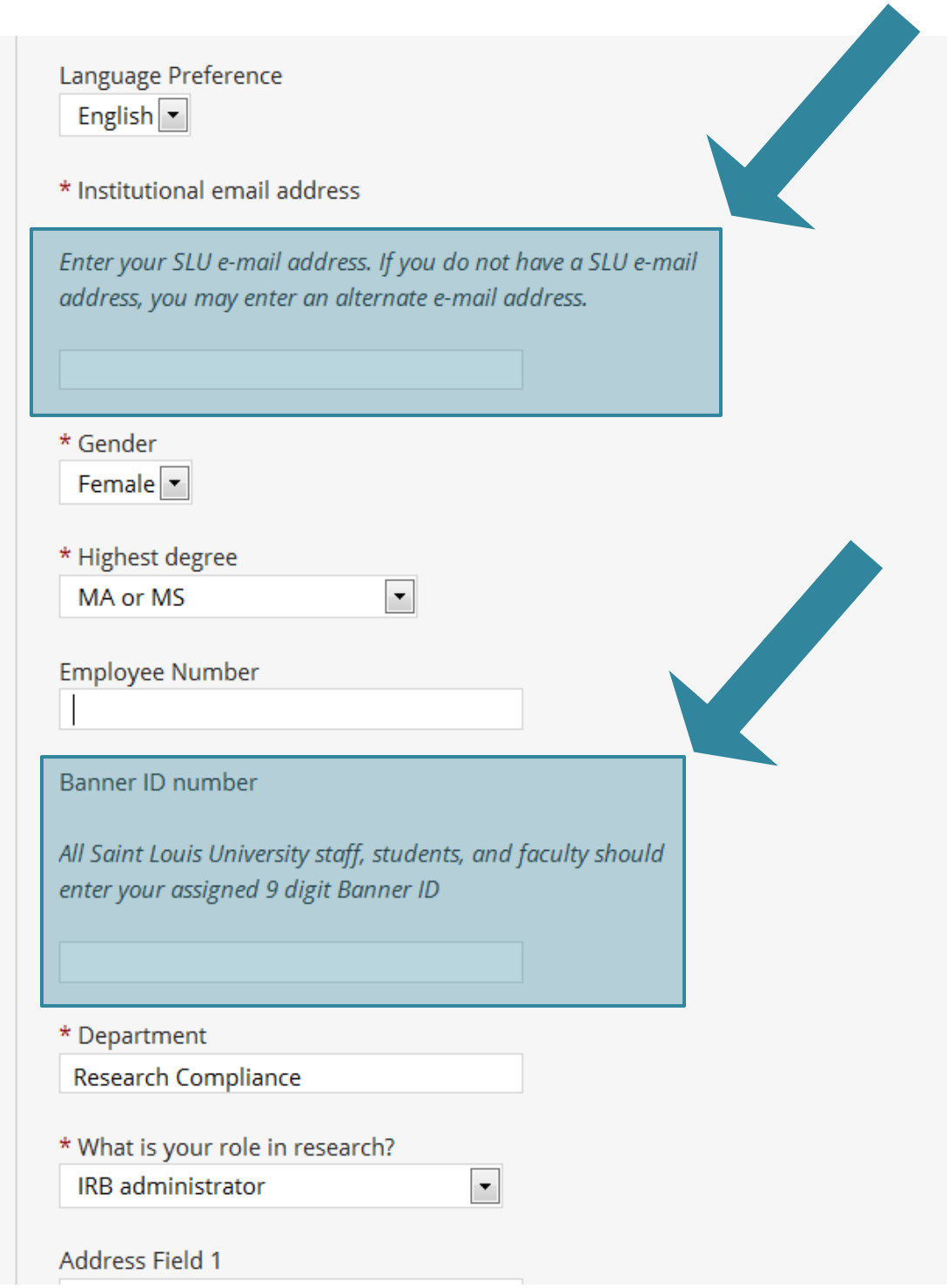
CITI Tip #1: Make sure you are selecting the correct course. The IRB office requires the first option listed on the CITI menu, "IRB Training". You may be asked by other groups at the University to complete additional courses- this tip refers only to what is required by the IRB office. See below:



CITI Tip #2: For internal SLU researchers, the IRB requires proof of the Basic Course before the office will accept the refresher course. If you have never taken the CITI basic course, or a comparable alternative, you will need to select, "NO, I have NOT completed the Basic Course." See below. Please note: The IRB office currently does not mandate a refresher course, but will at some point in the near future.



CITI Tip #3: For internal SLU researchers: To help ensure that your CITI training record links with the eIRB system properly, make sure to enter your Banner ID number and SLU email address. If you've already created a CITI account and didn't include this, the information can be added/updated at any time. See below:



*This tip was prepared in February 2014. Please note that information given in this tip and/or the screen shots used could change or become outdated in the future. Rely on the IRB website for the most current and up-to-date information regarding IRB policies and procedures or call the IRB office at (314) 977-7744 with any questions.