

To: CHA Research Community

From: IRB Office

Date: May 6, 2024

Subject: Update to CITI Training Requirements and use of Study Roster for Cayuse IRB/Human Ethics Submissions – Effective Immediately

CITI Training Update

CITI Training information must now be synced with, and viewable within Cayuse for CHA Study Team Members, including CHA Study Team Members with multiple affiliations whose primary institutional affiliation is with CHA.

For all other CHA Study Team members, Human Subjects CITI Training Completion Reports must be attached to the “Human Subjects CITI Training Completion Reports” section of your application. This includes Individual Investigators under CHA IRB oversight.

Submissions will be returned if the required information is missing.

How do I make my CITI Training viewable within Cayuse?

In order for CITI training information to be viewable within Cayuse, each study team member’s CITI account MUST be registered with their CHA email address as the “Preferred Email.” Please follow this [guidance document](#) on how to update your CITI Profile accordingly.

To verify training is viewable within Cayuse, any study team member with access to Cayuse may view the list of study team members and click “View” under the Training column.

Name	Organization	Address	Phone	Email	Trainings
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Troubleshooting Missing CITI Trainings

Please see this [Cayuse Help Center](#) document for more information or contact our Office.

Reminders

- Non-CHA CITI training will be considered and evaluated on a case by case basis, and is generally only accepted for staff who will be involved with CHA for a limited time (interns, etc.).
- Submissions will be returned if missing the required [Human Subjects Research Training](#). Other forms of training provided by CITI (such as Responsible Conduct of Research, Good Clinical Practice, Conflict of Interest) do not fulfill the Human Subjects Research training requirements.

- Submissions will also be returned if the CITI training has expired (i.e., completed more than 3 years ago).

Study Roster Update

- Study Roster documents are no longer required for funded studies where the Project ID and Cost Center are recorded in the body of the submission. (Some older versions of submission forms did not record this information.)
- Study Roster documents are no longer required for any unfunded studies.

If you wish to remove the study roster from your submission, please follow these steps:

- If your study is funded, first please confirm that the submission form includes Project ID and Cost Center:

The screenshot shows the 'Funding & COI' section of a submission form. The left sidebar lists various sections, with 'Funding & COI' selected. The main content area is titled 'Funding & COI' and contains the following questions and options:

- * Funding**
- Is there a funding source for this project?
 - Yes
 - No
- Is your project funded by a PHS agency or office OR another funder that has adopted PHS fCOI requirements?
 - Yes
 - No
- What is the status of the funding?
 - Secured
 - Pending/Just In Time Request
 - No

A red box highlights two input fields:

- Please enter CHA Project ID: [Input Field]
- Please enter CHA Cost Center: [Input Field]

- Submit your request to remove the study roster via Modification Submission.
- Confirm all CHA Study Team members have their CITI training synced with and viewable within Cayuse, or attach their CITI Training Completion Report.
 - If the study is funded, and requires PHS-fCOI training, please ensure the required training is completed or Completion Training Reports are attached.
- The Study Team roster is a required attachment, so please upload a copy of this memo to document that you no longer wish to use the study roster document.