

August 25, 2020

In order to align with UCSF HRPP policy; effective, September 1, 2020 all BCH-Oakland research personnel are required to complete the minimum [UCSF CITI training requirements](#) (as followed):

1. "Human Subjects Protection Training" is **required** for all studies seeking IRB approval.
2. "Good Clinical Practice (GCP)" is required for all NIH-funded studies seeking IRB review. It is optional for non-NIH-funded studies. **Note:** The IRB will soon start requiring GCP training for key study personnel for all studies regardless of funding.
3. "Responsible Conduct in Research (RCR)" is *optional* for the IRB. However, some federal awards require that grantees undergo education in the responsible conduct of research. To meet this requirement, researchers should register and complete the [CTSI RCR Course](#).

In order to ensure your completed training is accurately captured in the iRIS submission system please ensure your CITI Program account is:

1. [Affiliated](#) with UCSF
2. Your UCSF email [firstname.lastname@ucsf.edu](#) is the primary email on your CITI program account.

It is important to complete the steps above **before** completing the UCSF required training modules, if incomplete.

For detailed guidance on CITI training, please review the IRB website by clicking [here](#).

How to Transfer completed CITI training/affiliate with UCSF:

Your previous CITI training may be valid at UCSF, depending on a number of factors. Follow these steps:

1. Log on to the [CITI site](#) with your current login information.
2. From the Courses Page click on the link "**Add Institutional Affiliation**"
3. Type and choose the institution from search box. Add "**University of California, San Francisco**" (type out the whole name) as an affiliate organization and then enroll as described here.
4. Confirm you have selected the right institution and agree to the Terms and Conditions.
5. Answer the member information questions required by your newly affiliated institution and enroll in the course(s) [**Human Subjects Protection Training**] required by your newly affiliated institution.
6. CITI will review the modules you previously completed and the date(s) on which you took them. CITI will ask you to complete any modules required by UCSF that were not required by your previous institution and/or modules that are no longer eligible to be transferred.
 - To transfer course credit between institutions, you will need to be affiliated with both institutions (your previous institution and your new institution).

When you are affiliated with both institutions, enroll in the courses that need to be transferred. You will need to enroll in the same stage of the course (Basic/ Refresher) for a proper transfer to occur.

Thanks,
UCSF IRB