

RESEARCH TRAINING INSTRUCTIONS
3 Tasks You Have to Complete to Be Added to a Study on eIRB

TASK 1. CITI

CITI HSP, GCP, and HIPAA CITI Training Courses need to be completed, your CITI Account needs to be set to UTSW email, and Training needs to be renewed every 3 years to be able to be added to research studies at UTSW.

If you have already completed CITI training at another Institution, you will need to go online or call CITI (phone number below) to link this training to UTSW so you can be pulled up and added to studies or and make UTSW your preferred institution.

1. To check/ take/ re-take courses after 3 years, log in at www.citiprogram.org
 - a. Before typing in your username and password, click on “Log in through my institution” (OR you can also click on “Register” and then type University of Texas Southwestern Medical Center under “Select Your Organization Affiliation”)
 - b. Choose UT Southwestern Medical Center
 - c. Log in using your UT credentials or citi login if you took these elsewhere
2. Scroll down to where it says, “Learner Tools for University of Texas Southwestern Medical Center”, and then choose “Add a Course”
3. Answer the questions that pertain to you
(you need to sign up for Human Subject Protection –HSP, GCP and HIPAA;
Note: do not sign up for IRB Members)
4. Modules will appear in the list of courses on the main menu



5. Complete/renew your CITI trainings for Human Subject Protection (HSP), HIPAA, and GCP.

a. What It looks like if UTSW is your preferred site.

Show Courses for: ▼ [Institution List](#)

University of Texas Southwestern Medical
Center

Active Courses [Learner Tools](#)


You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

You have no courses ready to begin for this Institution.


Completed Courses [Learner Tools](#)

b. Exact Courses Needed:

University of Texas Southwestern Medical Center Not Earned 


GCP Course (Researchers)

Stage 2 - Refresher

[Post-Course Survey](#) 


Passed 15-Apr-2020

[Review Course](#) [View - Print - Share Record](#)

University of Texas Southwestern Medical Center Not Earned 


HSP Course (Researchers)

Stage 2 - Refresher Course

[Post-Course Survey](#) 


Passed 15-Apr-2020

[Review Course](#) [View - Print - Share Record](#)

University of Texas Southwestern Medical Center Not Eligible 

Research HIPAA

Stage 1 - Basic Course

[Post-Course Survey](#) 

Passed 18-Sep-2018

[Review Course](#) [View - Print - Share Record](#)

6. Scroll down to where it says, “Learner Tools for University of Texas Southwestern

7. Modules will appear in the list of courses on the main menu

a. If needed, Calling the CITI Program is easy, and they answer fast!

CITI Program Support

Monday to Friday

8:30 a.m. - 7:30 p.m. U.S. Eastern time

888.529.5929

TASK 2. eIRB

1. Sign up for a UTSW Research account for eIRB access.

<https://ais.swmed.edu/redcap/surveys/?s=UH6mer>

2. Tie this to your UTSW person number, S185####. If you don't know this, this should be on the back of the UTSW ID right by the barcode – 6 digits... so for your username/person number, you put in front and then those 6 digits.


a. If you have a Parkland ID that starts with P#####, put that in, if not, put NA.

b. If you have a Children's account, put that in or put N

Request Access Authorization to a Research System

To proceed to the survey, please check off the box and click the button below.

I'm not a robot



reCAPTCHA
Privacy - Terms

Powered by REDCap

Request Access Authorization to a Research System

[Return?](#)

Requesting user access to eResearch requires a **VALID ACTIVE** Southwestern ID, Parkland ID or Children's ID **before** filling out this form. UT Southwestern, Parkland or Children's employees who already have a valid active User ID at their institution may fill out the form to request eResearch system access.

NOTE: AIS requires a minimum of 3 full business days to process your request.

NOTE: If the information in this form is *incorrect or incomplete*, the user access will not be granted and the applicant will be advised to submit a new corrected request.

NOTE: Accessing UTSW eResearch systems from outside UT Southwestern will require VPN. Please contact your campus Information Technology support team for assistance with VPN.

STANDARD ACCESS

Standard access will be assigned for the systems based on this eResearch Access Request form. Standard access allows a user to

3. In 1-3 days, they will send an email saying take specific courses, but this is not needed, if you are requesting access to be added to a study, let the person know submitting your access that you received the email that access has been granted if they are still waiting on your access.

III. User ID Information

In this section, list ALL User IDs you are associated with at UT Southwestern, Children's and Parkland institutions which you do not have a User ID, enter "NA".)

Note:

- * Enter the User IDs exactly as you would enter them to log into the network or email at the institution
- * The User IDs listed here MUST be issued by UT Southwestern, Children's or Parkland.
- * Enter "NA" for any institutions for which you do not have a User ID.
- * If submitting on behalf of someone else, please enter their User ID information - not your own.

Enter UT Southwestern User ID (NOT Person #)

(If submitting on behalf of someone else, enter their User ID - not your own.)

* must provide value

Enter Children's User ID

(If submitting on behalf of someone else, enter their User ID - not your own.)

* must provide value

Enter Parkland User ID

(If submitting on behalf of someone else, enter their User ID - not your own.)

I. System Request

System Access Requested

* must provide value

eIRB
 eGrants
 Topaz (for Animal Research ONLY)

Task 3 COI

Lastly, if you have not completed the annual COI training, please reach out to ConflictofInterest@UTSouthwestern.edu to get your UTSW conflict of interest agreements credentials set up and then sign the COI on their website.

<https://www.utsouthwestern.net/intranet/research/conflict-of-interest/submitted-and-updating-a-coi-statement.html>

See example email below.

Hi,

My name is XX and I am a PGY-X resident in Emergency Medicine at UT Southwestern. I am looking for access to COI-SMART so that I can fill out any statements necessary in order to proceed with a current study that we are working on. If you could please give me access and assist me with this, I would greatly appreciate it. Thank you!

Best,

FULL NAME AND TITLE

They should then direct you to the COI Site to fill out the conflict of interest for UTSW

<https://www.utsouthwestern.net/intranet/research/conflict-of-interest/submitted-and-updating-a-coi-statement.html>