VA ECHCS RESEARCH
HOT TOPIC
VA and UCD/COMIRB CITI Training

UCD/COMIRB Human Subjects CITI training requirements now meet VA ECHCS CITI training requirements!!

VA Central Office has updated our VA ECHCS CITI enrollment questions to allow researchers to indicate that they wish to take the training that mirrors the UCD requirements for either Biomedical or Social/Behavioral research.

All VA investigators should complete COMIRB’s required training through the UCD CITI profile first. This is because COMIRB currently has the following additional requirements that the VA does not:

- UCD now requires HIPS be re-taken each time the human subjects course (Group 1 biomedical investigator or Group 2 social and behavioral) expires.

- If the VA investigator is the PI of a study using drugs or devices, he or she will also need to take the GCP (Good Clinical Practice) course every three years through the UCD affiliation, as well. **NOTE:** If an investigator completed GCP CITI training prior to September 1st, 2015 through an outside institution, COMIRB cannot see that training because it was not completed through the UCD affiliation and, therefore, it will not transfer over to the UCD CITI profile, as the course names and ID#’s likely will not match. In this case, please forward your CITI completion reports, showing your GCP courses, to **both** the VA Training Manager and the COMIRB coordinator (please see the end of this Hot Topic for their contact information), who will do their best to manually enter them as soon as possible.

Once the required COMIRB courses have been taken through the UCD Affiliation on CITI, all VA investigators can add the course (either Group 1 or Group 2) to their VA affiliation and all courses should transfer over. **This will result in investigators only taking courses once, and they will not have to duplicate their work.**

As with most things, the initial transfer stage will be the most difficult for VA investigators, because you will have to remember to complete the courses **first through the UCD affiliation and then add them to the VA affiliation**, but once you are affiliated with both UCD and the VA, there should be no problem with the courses matching up!

Three sets of instructions have been created* that include screenshots for different scenarios to guide VA researchers through the process:

- **VA Basic Step-By-Step Instructions for individuals who DO have a CITI account**
- **VA Refresher Step-by-step instructions for individuals who DO have a CITI account**
- **VA Step-By-Step instructions for individuals who do NOT have a CITI account**
These 3 sets of instructions have also been added to the COMIRB website. (You will find these by starting on the COMIRB Home Page, scrolling to the bottom of the COMIRB Home Page, finding “Affiliate Sites”, clicking on ‘VA ECHCS,’ scrolling to the bottom of the VA page in the VA Forms section and you will see the 3 sets of instructions in the right-hand column.)

* Thank you to Abby Hoeh for creating these instructions.

If you have questions, concerns or suggestions regarding CITI training, please contact:

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