# Training and Technology

**Training Requirements**
All key personnel listed on review applications submitted to the Allen College Institutional Review Board (ACIRB) must complete training in the protection of human subjects before an application will be reviewed. Data collection and contact with human subjects cannot start until project approval is received from the ACIRB.

Key personnel include the principal investigator, co-principal investigators, supervising faculty member, and any other individuals who will have contact with the participants or the participants' data (e.g., interviewers, transcribers, coders, etc.).

Allen College subscribes to the Collaborative Institutional Training Initiative (CITI) Program for ACIRB members, faculty, students, staff, and UnityPoint Health – Waterloo associates. The ACIRB will also accept National Institutes of Health (NIH) Protecting Human Research Participants Training. Certification of training from other providers may be submitted and will be evaluated by the ACIRB for adequacy and appropriateness on an individual basis.

Training certificates are honored for a five (5) year period beginning on the date that the training was completed (not on the date of submission to the ACIRB). The date training was completed can be found on the certificate of training given by the provider after the course is successfully completed. Once the 5-year anniversary date is reached, a new human subjects protections training course must be completed to sustain project approval.

**CITI Training**
To complete or renew training, go to https://www.citiprogram.org

Users of Allen College's CITI Program subscription must be affiliated with Allen College, UnityPoint Health – Waterloo, or the Black Hawk County Iowa Health Department. Investigators and key personnel who are seeking ACIRB review but are not affiliated with any of these organizations may obtain permission to complete training through Allen College's CITI Program subscription by submitting a request to ACIRB@AllenCollege.edu.

New users must register and will initially be prompted to affiliate with an organization. After affiliating with Allen College, new users should follow the prompts to complete the registration process. Registered users may choose from among three CITI Program training options:

- Biomedical Researchers
- Social-Behavioral-Educational Researchers
- Health Department Researchers

Allen College students should consult with their program faculty to determine which training they should complete. Only Allen College IRB members should complete the IRB Members and Administration courses.

Investigators who complete training in the protection of human subjects using Allen College's CITI Program subscription may renew training by completing an abbreviated renewal course within three years of the initial training. Training that is more than three years old is not eligible for a renewal course.

Proof of training in the protection of human subjects must be linked or attached to the review application in the Cayuse IRB system. Training completed through Allen College's CITI subscription should be linked to the Cayuse IRB application using the "people finder" tool.

Certificates of training completed through other providers or the CITI subscriptions of other institutions must be uploaded as attachments to the application in Cayuse IRB.
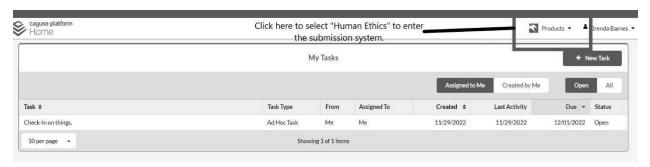
**Establish Access to Cayuse IRB**
Before submitting an application must have a Cayuse IRB account. To establish an account, follow these instructions:

1. Send an email to ACIRB@AllenCollege.edu to create an account. Provide your name, credentials, organizational affiliation and email address, phone number, and the reason you are requesting access to Cayuse IRB. You will receive a username and password along with access instructions within 2 business days.

2. To log into Cayuse, go to the Allen College Cayuse login.

**Submit the ACIRB Review Application to Cayuse IRB**
The following steps will guide you through the Cayuse IRB submission process.

After logging in to the Cayuse submission system, all users will see a *My Tasks* landing page. To access the Human Ethics module, click on the Products drop-down menu in the upper right-hand corner and select *Human Ethics*.



- Click New Study in the upper right-hand corner of the Dashboard or Studies page
- Enter the title of your study and click the blue check mark to save your study.
- The Study Details page will display. To begin your initial submission, click on New Submission in the upper right-hand corner to start completing your forms.
- Follow the instructions in Cayuse to complete the submission.

Note – click the orange question mark in the lower-left corner of the screen to access the Help Center and search for "new study" or "initial submission" to access detailed instructions.

**Next Steps After Submission**

1. After confirmation of the submission, the PI will receive a notification to certify the submission. At this time, changes can be made to the submission, or the PI can certify it. For student PI's, the faculty advisor must also certify the submission. If any co-PI's listed on the study do not have Cayuse accounts or if a PI is unavailable to certify a submission, please contact the ACIRB at ACIRB@allencollege.edu for assistance.

2. After the PI (and faculty advisor, if student PI) has certified the submission or the study has been administratively certified, it will be routed to the ACIRB administrator. Research that qualifies for expedited review or exempt status will be assigned for review. Research that requires full-board review will be

scheduled for the next ACIRB meeting that is at least two weeks from the date the submission was certified.

3. The submission can be monitored within the "Submissions" tab on the "Study Details" page, or from the menu on the Dashboard when logged into Cayuse.

Note – click the orange question mark in the lower-left corner of the screen to access the Help Center and search for "complete submission" to access detailed instructions.