



## Human Research Protection Program

### HRPP Bulletin

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#### **Committee on Human Research Quality Improvement Unit**

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### **Updated On-Line Training Requirements for HRPP**

The on-line UCSF Human Research Protection Program has been replaced with the nationally-recognized and widely-used on-line training program called the [Collaborative Institutional Training Initiative](#) (CITI). Beginning February 1, 2008, the CITI program, which will be hosted by UCSF, will be the required training for UCSF personnel conducting human research

***Who must complete the training?*** The UCSF HRPP requires that all Key Research Personnel at UCSF or affiliated sites complete the on-line UCSF-hosted Human Subject Protections Training program. All CHR members and HRPP staff are also required to complete this training. If you have already completed the previous on-line training, this training will remain valid until February of 2009. However, if you have not yet completed any training, then you will be required to take the CITI training. Anyone may take this CITI training now, even if you have taken the previous on-line training.

Please refer to the [Frequently Asked Questions about On-Line Training Requirements](#) on the HRPP website for additional information about how to access and register for this training.

### **HRPP In-Person Training**

The HRPP is providing training for faculty and staff that have experience with or are learning to write CHR consent forms and prepare and submit forms to the Quality Improvement (QIU). Both classes will be in N225 on the Parnassus Campus:

Writing Consent Forms – Feb. 21, 2008, 9 – 11am

Post Approval Event Reporting – March 26, 2008, 9 – 11am

Please see the [CHR Education and Training page](#) for registration information and additional training opportunities.

## Data and Safety Monitoring Boards

The HRPP has published draft guidance on the use of the [Data and Safety Monitoring Boards \(DSMB\)](#). There is a 30-day draft period for comments, after which final guidance will be posted. The guidance is intended to help investigators and research staff understand when the CHR expects the involvement of a DSMB, and what information about the DSMB to include in the CHR application.

## New Consent Form Template for Survey Studies

A new sample consent form has been posted for a study involving a [one-time survey](#). Please provide any feedback on this sample consent form by using the link below.

## CHR In-Office Screening Process for Initial Submissions

In order to improve turnaround time for CHR review and approval it is important for PIs to respond to screening comments as quickly as possible. If the PI has not responded to the initial screening email after 30-days the CHR will send a courtesy reminder. If no response is received after 60 days from the initial screening email the CHR will presume the PI is not pursuing the CHR Application and will withdraw the study from review and no further action will be taken.

[Comments, Suggestions and Feedback](#) are always welcome.

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