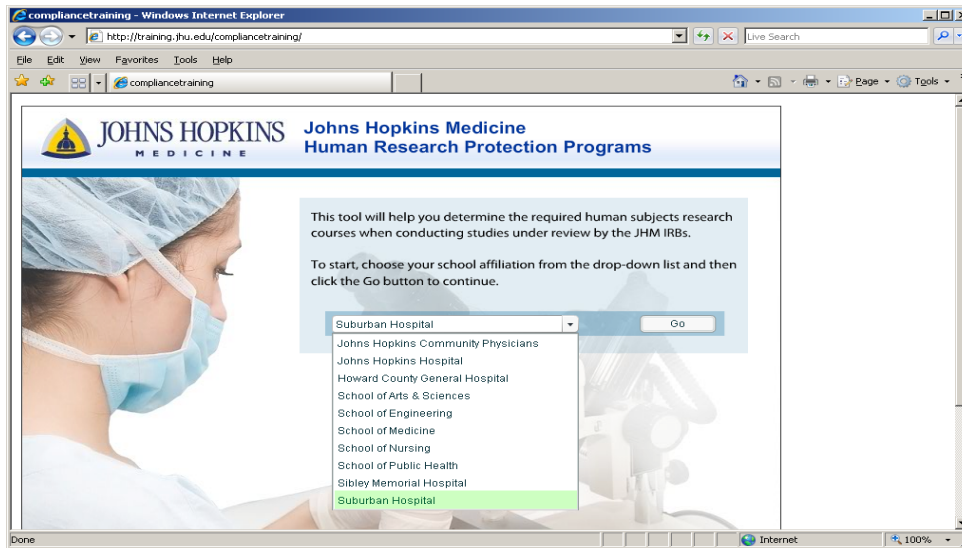


Appendix B - JHM eIRB Study Team Training Requirements

Please have JHED ID and password available before starting

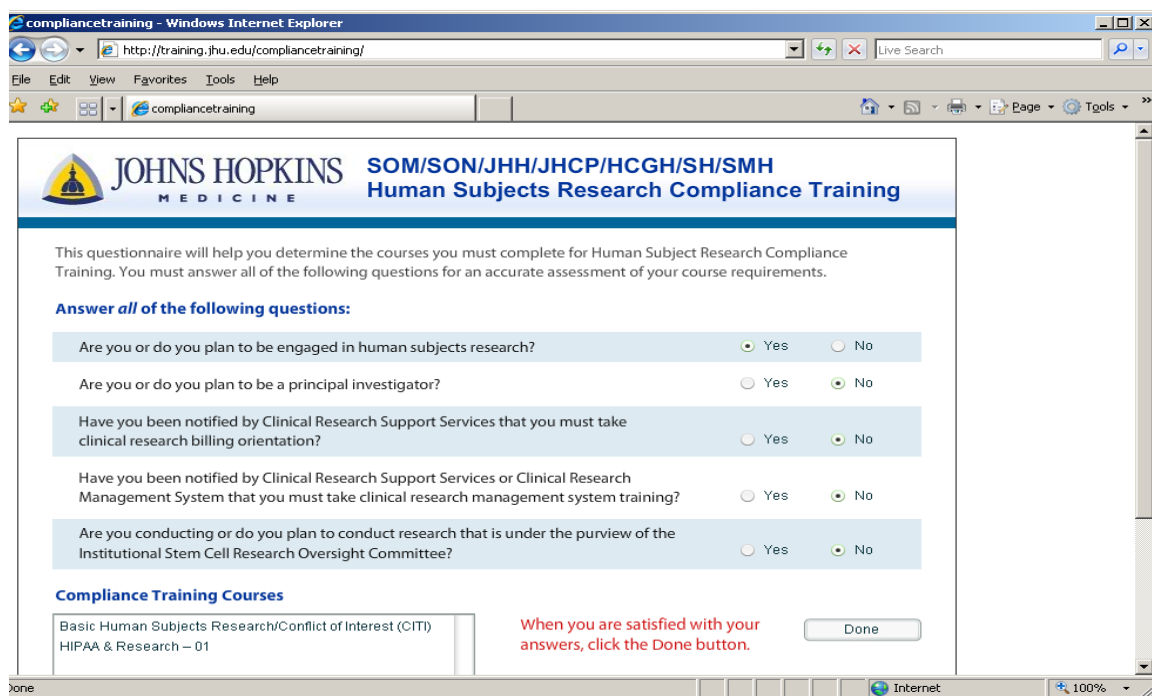
Log into: <http://training.jhu.edu/compliancetraining>

- Choose your affiliation



The screenshot shows a web browser window titled "compliancetraining - Windows Internet Explorer". The address bar shows "http://training.jhu.edu/compliancetraining/". The page content includes the Johns Hopkins Medicine logo and the heading "Johns Hopkins Medicine Human Research Protection Programs". Below this, there is a text box stating: "This tool will help you determine the required human subjects research courses when conducting studies under review by the JHM IRBs. To start, choose your school affiliation from the drop-down list and then click the Go button to continue." A drop-down menu is open, showing a list of affiliations: Suburban Hospital, Johns Hopkins Community Physicians, Johns Hopkins Hospital, Howard County General Hospital, School of Arts & Sciences, School of Engineering, School of Medicine, School of Nursing, School of Public Health, Sibley Memorial Hospital, and Suburban Hospital (highlighted in green). A "Go" button is visible to the right of the drop-down menu.

- Answer the 5 questions listed below



The screenshot shows the same web browser window, but the page content has changed to "SOM/SON/JHH/JHCP/HCGH/SH/SMH Human Subjects Research Compliance Training". The text reads: "This questionnaire will help you determine the courses you must complete for Human Subject Research Compliance Training. You must answer all of the following questions for an accurate assessment of your course requirements." Below this, the instruction "Answer all of the following questions:" is followed by five questions, each with radio button options for "Yes" and "No":

- Are you or do you plan to be engaged in human subjects research? Yes No
- Are you or do you plan to be a principal investigator? Yes No
- Have you been notified by Clinical Research Support Services that you must take clinical research billing orientation? Yes No
- Have you been notified by Clinical Research Support Services or Clinical Research Management System that you must take clinical research management system training? Yes No
- Are you conducting or do you plan to conduct research that is under the purview of the Institutional Stem Cell Research Oversight Committee? Yes No

Below the questions, there is a section titled "Compliance Training Courses" with a text box containing "Basic Human Subjects Research/Conflict of Interest (CITI) HIPAA & Research - 01". To the right of this text box, there is a red instruction: "When you are satisfied with your answers, click the Done button." and a "Done" button.

- Read the instructions below in red to enroll in courses. Select a course to enroll. Click Enroll in Selected Course.

Answer all of the following questions:

- Are you or do you plan to be engaged in human subjects research?
- Are you or do you plan to be a principal investigator?
- Have you been notified by Clinical Research Support Services that clinical research billing orientation?
- Have you been notified by Clinical Research Support Services or Clinical Research Management System that you must take clinical research management training?
- Are you conducting or do you plan to conduct research that is under the oversight of the Institutional Stem Cell Research Oversight Committee?

Compliance Training Courses

- Basic Human Subjects Research/Conflict of Interest (CITI)
- HIPAA & Research – 01

You are required to take the Compliance Training courses listed on the left side of the screen. To enroll in these courses, please do the following:

1. Select one of the courses on your list.
2. Click the "Enroll in Selected Course" button.
3. A pop-up window will open. Within this window, log into "myLearning" by entering your JHED ID and password.
4. Enroll in the course (and add it to your Learning Plan) by clicking the "Add to My Plan" button. (Please note: CORE registration is outside of "myLearning." Follow instructions on the registration form.)
5. Toggle back to this window.
6. Repeat steps 1-5 with the remaining courses on your list.

Once you have completed this process, you may begin taking the courses that you added to your Learning Plan. (Note: Once you have completed CORE, it will be listed in your history along with all other completed courses.)

Enroll in Selected Course

- Please use your assigned JHED ID where it says Login ID

myLearning@johnshopkins

Ann Greenberg
Log Off

- Home Page
- My Learning
 - My Learning Plan
 - My Learning History
 - My Messages
 - Course Catalog
 - Class Calendar
- Help
 - Update Profile
 - Frequently Asked Questions
 - Contact Us

Basic Human Subjects Research/Conflict of Interest (CITI) [Return to Learning Plan](#)

Target Audience	Delivery Method	Time	Provider
JHM Researchers and Collaborators	Certificate		JHM IRB Training

Description
The modules included in this curriculum include:

- Basic Human Subject Research (CITI)
- Conflict of Interest (CITI)

Important: Register for either

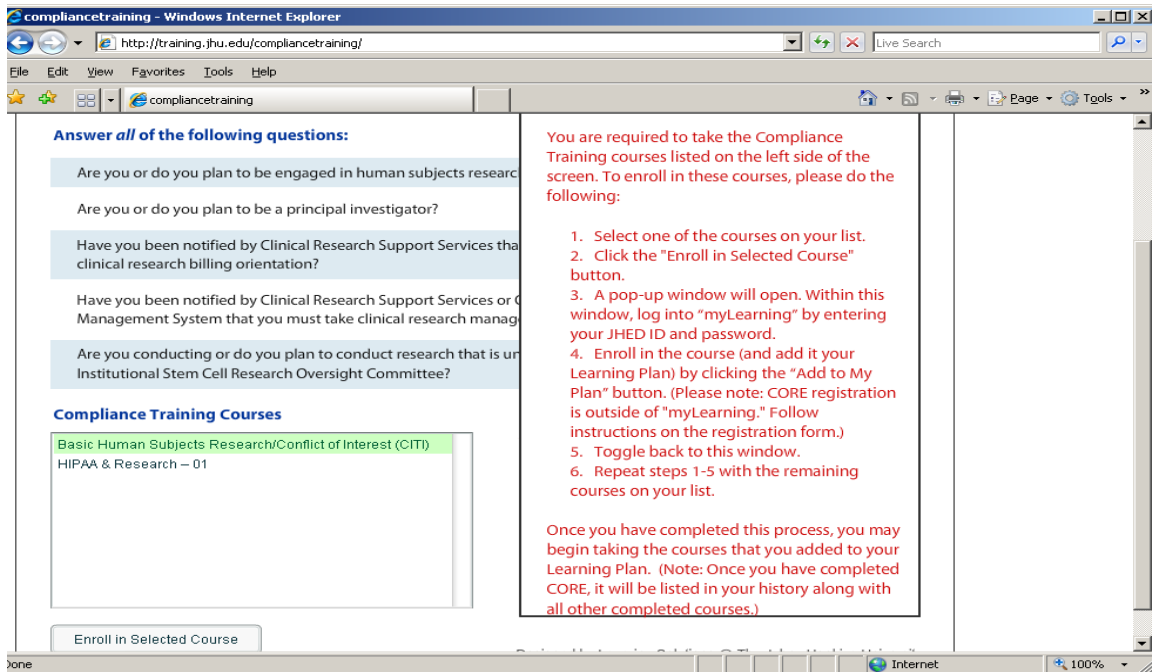
1. Basic Human Subjects Research
2. Basic Human Subjects Research/Conflict of Interest (BHSR and COI)

Do not register for both! If you need Conflict of Interest, select the second option.

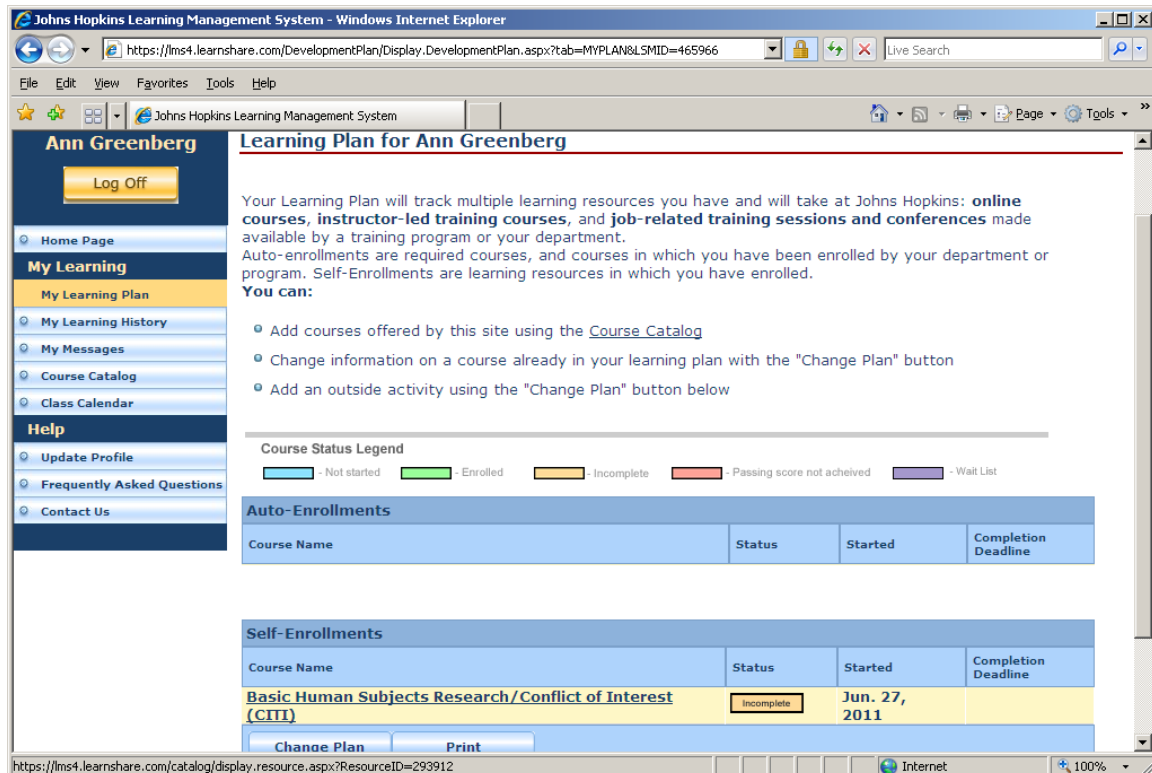
Objectives
The modules included in this curriculum include:

- Basic Human Subject Research (CITI)
- Conflict of Interest (CITI)

- Enroll in the course by clicking the “Add to My Plan” button.
- Toggle back to this window and repeat steps 1-5 (in red) to enroll in HIPAA & Research-01



- Begin taking the courses you added to My Learning Plan.



Save and print copies of your compliance training certificates. Electronic copies of the certificates can be sent to Janelle Maddox-Regis at jmaddox3@jhmi.edu. Certificates must be sent to verify completion for each investigator. Once the compliance dates are entered into your eIRB profile, copies of the certificates do not need to be sent to the IRB with subsequent application submissions.

All PIs of active IRB protocols are required to complete REwards or its equivalent. Individuals who were not active PIs as of October 1, 2006 have one year from the date of their first eIRB submission to complete the REwards requirement.

Requirements: <http://www.hopkinscme.net/CORE.html>