How to Obtain IRB Approval for CIRTification

This process applies to both online and in-person training

1. UIC Principal Investigators (PIs) should contact OPRS (uicirb@uic.edu or 312-996-1711) to discuss the use of CIRTification for their community partners.

2. If, after discussion with OPRS staff, CIRTification appears to be a viable option for the training of their community partners, UIC PIs should:

   2.1. Indicate the planned use of CIRTification for their community partners in their Initial Review application/research protocol.

   2.2. Include in the Initial Review application a justification for the use of CIRTification for the community partners' training.

   2.3. IF the roles of the community partners reach the threshold for being Key Research Personnel (https://research.uic.edu/human-subjects-irbs/education-training/), list the community partners individually by name on Appendix P to be included with the Initial Review application.

   2.4. IF the roles of the community partners do NOT reach the threshold for being KRP, the community partners do not need to be listed individually on Appendix P; however, the PI is responsible to ensure that individuals receive both adequate training, including human subjects protection, and oversight in accordance to their research roles.

3. After the IRB reviews and approves the research, including the planned use of CIRTification for community partner training, community partners designated in the initial review application can complete CIRTification training.

4. After completing CIRTification training, community partners must print or save their completion certificates and provide a copy to the UIC PI.

5. The UIC PI is responsible for providing the completion certificates to OPRS as needed.

For questions regarding CIRTification: cirtification@uic.edu

For questions regarding UIC's Investigator Training requirements:

uicirb@uic.edu or 312-996-1711