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| **or-logo-stacked** | **Institutional Review Board (IRB)**  **Human Research Protections (HRP)**  **UCI Study Team Tracking Log**  ***HRP version June 2023*** |
| **Instructions:**   1. **A log must be maintained for all UCI Research Personnel (RP) engaged in human research that is approved/registered by the UCI IRB.**    1. **Maintain and update this log as RP are added and removed from the study team.**    2. **Do NOT submit this log to the IRB.**      1. **Please note the following EXCEPTIONS:**     1. **Do not list RP that have disclosable conflict of interest on this log; instead, they must be listed as a member of the Study Team in Kuali Research Protocols (KRP).**    2. **Do not list non-UCI researchers on this log; instead, non-UCI researchers must be accounted for via a Single IRB Reliance (sIRB) process.**      1. **Prior to RP engaging in human research, all study team members must complete the required training:**    1. **CITI Human Research Protections Course - Biomedical/Clinical or Social/Behavioral version. (valid for 5 years)**        1. **Maintain a copy of the CITI completion certification on file.**    2. **Other training that must be completed as applicable, include:**       1. **Complete the CITI HIPAA module if the research involves Protected Health Information (PHI) and the Social/Behavioral course was completed.**       2. **Complete the CITI Good Clinical Practice (GCP) course when the research is NIH funded and constitutes a clinical trial. (valid for 3 years)**    3. **RP must be familiar with the Belmont Report, "Common Rule" (45 CFR Part 46), and UCI's Federalwide Assurance (FWA).**        1. **These documents are available at the following webpage:** [**Ethical Guidelines, Regulations and Statutes**](https://research.uci.edu/human-research-protections/do-you-need-irb-review/ethical-guidelines-regulations-and-statutes/) 2. **IMPORTANT! Maintenance of this log is subject to routine monitoring by the IRB or IRB partners, such as School of Medicine Compliance and Privacy.** | |

| **RP (First, Last Name)** | **UCInetID** | **Screen/ Recruit (Y/N)** | **Informed Consent Process (Y/N)** | **Access/ Analyze Identifiable Data (Y/N)** | **Performance of Research Activities (Describe)** | **Date(s)**  **CITI Modules Completed** | **Date Individual Added**  **Note: If date added to log is different than date added to study, indicate accordingly** | **Date Individual Removed from Study** |
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