**UCI Research Team Tracking Log**

1. **A log must be maintained for UCI Research Assistants engaged in human research that is approved/registered by the UCI IRB.**
   1. Use the [Research Team Table](https://research.uci.edu/wp-content/uploads/Research-Team-Table.pdf) to determine when Research Assistants need to be listed as part of the study team in the IRB Application.
   2. Do not list Research Assistants who need to draft and edit submissions in ZOT IRB (the IRB Application) on this log. Add them as a formal member of the study team in the IRB Application.
   3. Do not list non-UCI researchers on this log. Add them in the IRB Application.
   4. Maintain and update this log as Research Assistants are added and removed from the study team.
   5. To provide a colleague read only access, use the ‘Manage Guest List’ feature in the IRB Application. Do not list them on this log.
   6. Do NOT submit this log to the IRB.

1. **Prior to 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/)

**IMPORTANT! Maintenance of this log is subject to routine monitoring by the IRB or IRB partners, such as School of Medicine Compliance and Privacy.**

| **Research Assistant’s Name (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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