



THE UNIVERSITY OF ARIZONA
COLLEGE OF MEDICINE PHOENIX

Obstetrics & Gynecology

Clinical Research Onboarding



Activities

Welcome and Orientation

Welcome aboard—we're excited to work with you as part of our growing research partnership between Banner Health and the University of Arizona



Documentation and Paperwork

Ensure that all documents are emailed back to Iris Jaramillo, Clinical Research Manager at ijaramillo@arizona.edu



Updated CV

Email signed/dated **CV** along with **training certificates** to Iris Jaramillo, ijaramillo@arizona.edu



CITI Program Training

Sign up for the following courses at www.citiprogram.org (see attached instructions for help)

- **Biomedical Research Investigator (BRI)**
- **Good clinical practice (Drug & Medical Devices) (GCP)**



University of Arizona Training

Sign up for the following courses at edgelearning.arizona.edu (see attached instructions for help)

- **Conflict of Interest Required Disclosure Training Certification** ID: 000003303
- **HIPAA Annual Certification** ID: 0000003302
- **Research Security Awareness Training** ID: 0000029514
- **Tribal Consultation Policy** ID: 0000036292 (Replacing CITI Native American Research 2026)



Important Contacts

- Kelley Saunders, MD: *Faculty Physician Program Director* OBGYN
kelley.saunders@bannerhealth.com
- Pamela Garcia-Filion, PhD: *Research Director* pgarciafilion@arizona.edu
- Iris Jaramillo, MS: *Clinical Research Manager* ijaramillo@arizona.edu

Completing CITI Trainings

The eIRB system is linked to both CITI Program and the eConflict of Interest systems. The IRB will verify all required research training and COI Disclosures are complete during initial review. *These trainings are required for studies being conducted under University of Arizona.*

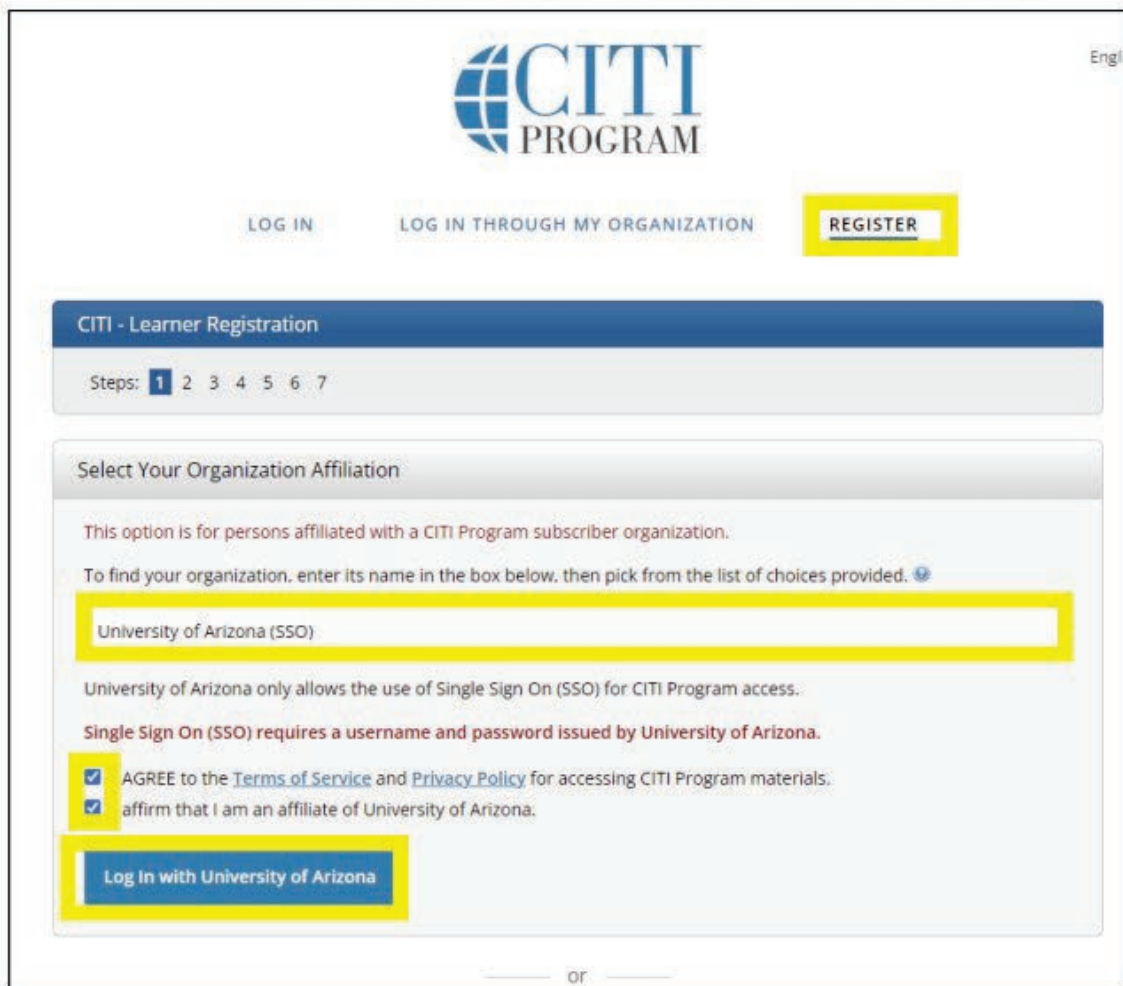
Instructions on registering to CITI Classes:

- **Log in:** www.citiprogram.org
 - **If no previous account:** click “Register”
 - **If previous account:** click “Log in”



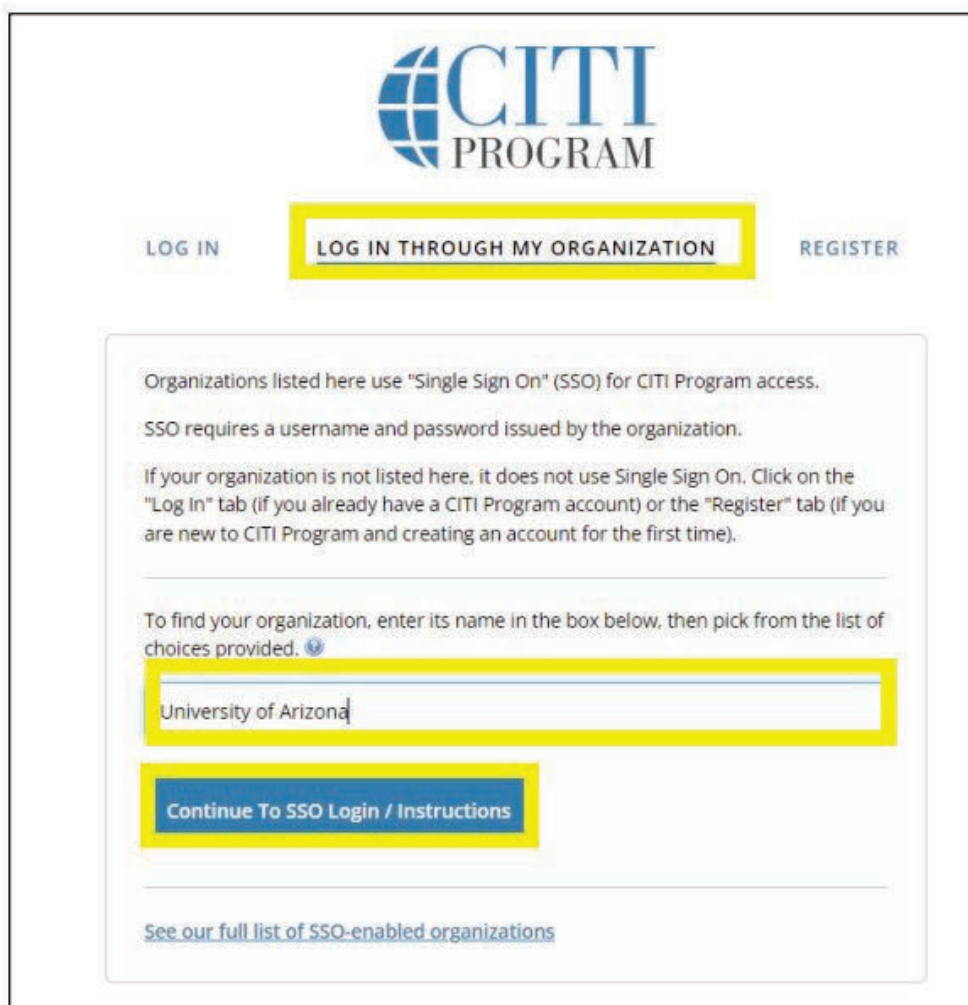
The screenshot shows the top navigation bar of the CITI Program website. On the left is the CITI PROGRAM logo. In the center are links for Courses, Organizations, Individuals, and About. On the right is a search icon and two buttons: a white 'Register' button and a blue 'Log In' button. The 'Register' button is highlighted with a yellow box.

- **If new account, Create an account “Register” and complete registration questions. Select your Organization “University of Arizona (SSO)”**



The screenshot shows the 'CITI - Learner Registration' page. At the top is the CITI PROGRAM logo and a language selector set to 'English'. Below the logo are three buttons: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and a highlighted 'REGISTER' button. A progress bar shows steps 1 through 7, with step 1 being the current step. The main heading is 'Select Your Organization Affiliation'. Below this, text explains that this option is for persons affiliated with a CITI Program subscriber organization and provides instructions on how to find the organization by entering its name. A search box contains 'University of Arizona (SSO)'. Below the search box, text states that the University of Arizona only allows the use of Single Sign On (SSO) for CITI Program access and that SSO requires a username and password issued by the University of Arizona. Two checkboxes are present: 'AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'affirm that I am an affiliate of University of Arizona.' Both are checked. At the bottom is a highlighted 'Log In with University of Arizona' button. The word 'or' is centered at the very bottom of the page.

- **If existing account, from homepage Log In through my Organization and select 'University of Arizona' and click "Continue to SSO Login/ Instructions"**



The image shows the CITI PROGRAM login interface. At the top is the CITI PROGRAM logo. Below it are three tabs: "LOG IN", "LOG IN THROUGH MY ORGANIZATION" (highlighted with a yellow box), and "REGISTER". The main content area contains instructions for SSO access, a search box for organizations, and a "Continue To SSO Login / Instructions" button (highlighted with a yellow box). A link to "See our full list of SSO-enabled organizations" is at the bottom.

CITI PROGRAM

LOG IN **LOG IN THROUGH MY ORGANIZATION** REGISTER

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.
SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

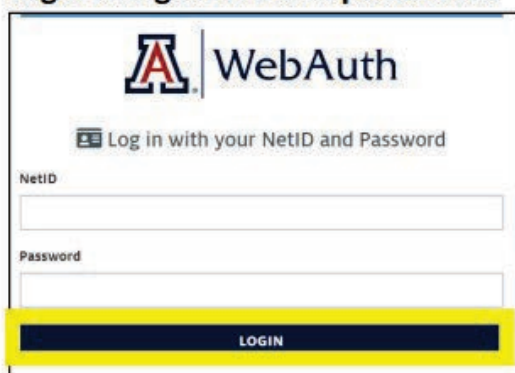
To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

University of Arizona

Continue To SSO Login / Instructions

[See our full list of SSO-enabled organizations](#)

- **Login using NETID and password:**



The image shows the WebAuth login page. It features the WebAuth logo and a "Log in with your NetID and Password" instruction. There are input fields for "NetID" and "Password", and a "LOGIN" button (highlighted with a yellow box).

WebAuth

Log in with your NetID and Password

NetID

Password

LOGIN



- **Register for classes:**
 - **Select the following:**
 - Human Subjects
 - GCP (for prospective studies)
- Then select “Next”

Getting Started

Please choose which category or categories of courses you need to take, select all that apply.

This question is required. Choose all that apply.

- ☐ Human Subjects
- ☐ IACUC
- ☐ Responsible Conduct of Research
- ☒ **GCP for Clinical Trials with Investigational Drugs and Medical Devices**
- ☐ GCP – Social and Behavioral Research Best Practices for Clinical Research
- ☐ Clinical Research Coordinator
- ☐ HIPAA Training
- ☐ Conflicts of Interest
- ☐ Export Compliance Part I
- ☐ Export Compliance Part II
- ☐ Biosafety/Biosecurity (BSS)
- ☐ Bioethics
- ☐ Essentials of Research Administration
- ☐ QA/QI: Human Subjects Research

Start Over

Next

- **Then select:**

- **Biomedical Research Investigators - Basic Course**
- ~~Native American Research~~

Then Select "Next"

Question 2

Human Subjects Course Enrollment

Please choose the applicable human subjects course(s) based on the type of human research activities you plan to conduct.

This question is required. Choose all that apply.

☒ **Biomedical Research BASIC course** – This course is for investigators and staff who have not taken any University of Arizona human subjects training.

☐ **Social & Behavioral Research BASIC course** – This course is for investigators and staff who have not taken any University of Arizona human subjects training.

☐ **SPANISH BASIC Course** – This course is primarily for ancillary research staff or community members whose primary language is Spanish and need basic training in human subjects protections.

☐ **Students in Research (Spanish) module**
(Modulo para estudiantes que investigan y estudiantes que son sujetos de investigación)

☐ **Undergraduate Level BASIC Course** – This course is only for undergraduate-level community researchers or students

☐ **IRB Member Course** – This course is specifically for IRB Members

☒ ~~**Native American Course** – This course is required for all University of Arizona researchers. If you have not taken the Native American course as part of a BASIC or REFRESHER course plan to take this course to your learner group. To determine if you have already taken the Native American course, click on 'See list of all modules that you have completed' from the main menu.~~

☐ **REFRESHER course.** This course is for investigators and staff who have already completed a University of Arizona Basic Course and need to take a refresher course.

Start Over

Next

- From main page, click on "View Courses":

University of Arizona

View Courses

- Complete the classes under “Courses Ready to Begin” until ALL the following courses are completed:

- Biomedical Research Investigators (BRI)
- ~~CITI Health Information and Privacy and Security (HIPS)~~
- ~~Native American Research~~
- Good Clinical Practice (Drug and Medical Devices)

- Once courses are completed, go to View-Print-Share Record:

University of Arizona

Biomedical Research Investigators

Stage 1 - Basic Course

[Post-Course Survey](#) 

Passed 17-Jun-2021

[Review Course](#)

[View - Print - Share Record](#)

- Press “View/ Print”

University of Arizona
ID 766

Biomedical Research Investigators

Name	Stage	Completion Date	Expiration Date	Record ID
Erika Flores	1 - Basic Course	17-Jun-2021	16-Jun-2025	43167673

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores “frozen” at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#) [Copy Link](#)

Completion Certificate

Completion Certificates are “diplomas” that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#) [Copy Link](#)

 [Add to LinkedIn](#)

- **Save a PDF Copy of the certificate**



- **Save a PDF of all certificates:**
 - Biomedical Research Investigators (BRI)
 - Good Clinical Practice (Drug and Medical Devices) (GCP)

Save the certificates with your LAST FIRST & Certificate Name

- Doe John CITI BRI
- Doe John CITI GCP

Save for your records and email to ijaramillo@arizona.edu

HIPAA/Research Security/Conflict of Interest Training Certification

1. To complete the UA HIPAA Training log into Edge Learning via edgelearning.arizona.edu and search “HIPAA Training” or click here: [Edge Learning Link](#)

THE UNIVERSITY OF ARIZONA

 UAccess

Students

[Student Center](#)
[CatCloud](#)
[Guest Center](#)
[Instructor Center](#)
[Administrative Staff](#)

Administrative Systems

[Employee/Manager Self Service](#)
[Analytics/Reporting](#)
[Financials](#)
[eDisclosure](#)
[eIRB](#)

[EDGE Learning](#)
[Budget & Planning](#)
[Research](#)
[Space](#)
[Travel & Expense](#)

Status Alerts

To see status indicators and alerts for all information technology services, visit the [System Status](#) page.
If you have issues accessing the alerts, please [contact the 24/7 IT Support Center](#).

Support

24/7 IT Support Center

- [Request assistance or report a problem](#)

Requesting Access

- [Access Provisioning](#)

Information

Maintenance Window

- 6 a.m.-6 p.m. every Sunday

Financials Batch Processing

- 7:30 p.m.-7 a.m. every Monday, Tuesday, Thursday.

Legend

🔒 = Restricted Access System
Requires use of the [UA VPN](#) when accessed from off-campus. For assistance, please contact the [24/7 IT Support Center](#) at 626-TECH (8324).

 THE UNIVERSITY OF ARIZONA

[Home](#) [Browse](#)

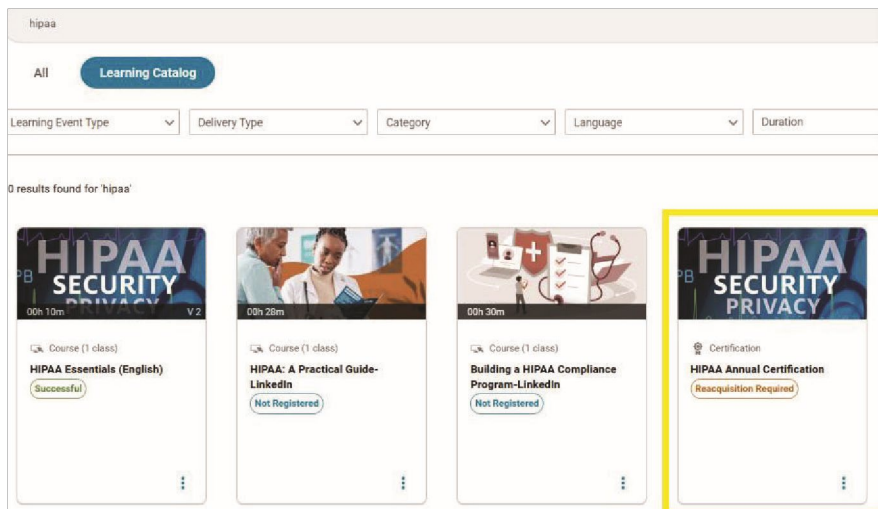
Learning Catalog [▼](#)

EDGE Learning

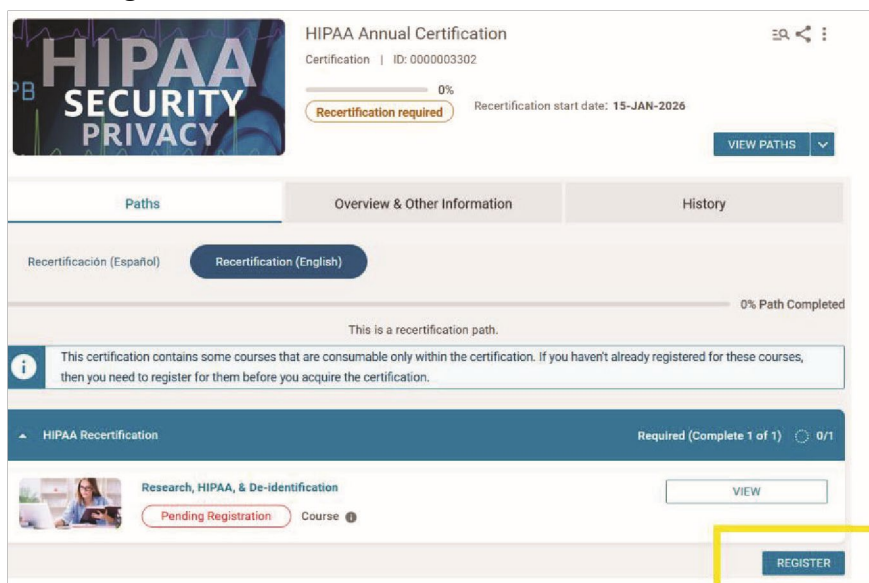
DEVELOP | GROW | ENGAGE

Invest in Your Development. If you want to grow your skills, but do not know where to begin, the following LinkedIn Learning and UAArizona content offers a great place to start learning.

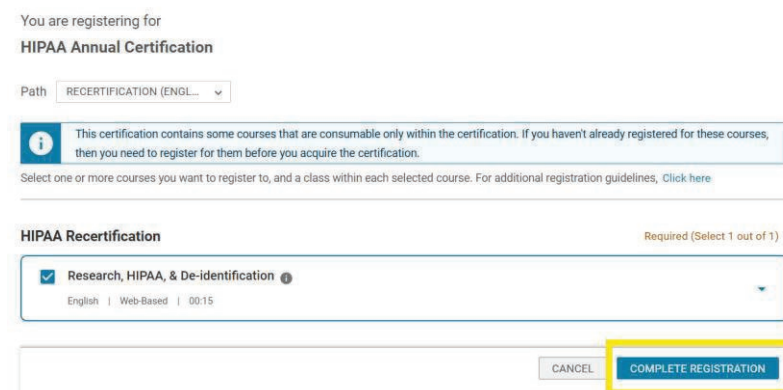
Professional Development for All	For Supervisors	For Faculty	For Researchers
Prioritize with Purpose Amplify the Power of Active Listening Work From Home Successfully Make Technology Work for You Advance Your Communication Skills	Boost Team Collaboration Elevate Your Emotional Intelligence Skills for New Supervisors Hone Your Supervisory Skills Supervisors Series Certificate	Mastering Leadership Skills, Mindsets, and Strategies The Chronicle of Higher Education: Sign Up for Free with Arizona Email Improve Your Teaching Skills Education Advisory Board: Log in, New Account, and Events	Research Compliance Responsible Conduct of Research Research Development and Administration Innovation and Impact



2. Select Register



3. Select complete registration



4. Select launch

5. Print certificate once completed

6. Print Certificate and save as PDF with your LAST NAME, FIRST NAME

7. Repeat the same steps for

- **Conflict of Interest Required Disclosure Training Certification ID: 000003303**
- **HIPAA Annual Certification ID: 0000003302**
- **Research Security Awareness Training ID: 0000029514**

- Tribal Consultation Policy ID: 0000036292 (Replacing CITI Native American Research 2026)