

## REQUIRED TRAINING

- ☐ **CITI/HRP Certification** – *fulfills Human Subjects Protection training requirement per 45 CFR Part 46*
  - **WHAT** – The CITI Program provides core training in the protection of human subjects in research. Completion of CITI Basic Training enters researchers into the Human Research Protection (HRP) program. Researchers must complete 1 course in each [HRP Competency](#) every 3 years after initial certification to remain in compliance.
  - **WHO** – All study team members conducting research at University Hospitals listed on the IRB application.
  - **HOW** – For certificate tracking, completion, and records, visit [SpartaLearn.case.edu](http://SpartaLearn.case.edu).
  - **ADDITIONAL TRAINING REQUIREMENTS:**
    - ☐ [GCP \(ICH Focus\) CITI course](#) – for researchers involved in NIH-funded research
    - ☐ [Responsible Conduct of Research CITI course](#) – for researchers involved in NSF-funded research
    - ☐ [Human Gene Transfer](#) and [NIH Recombinant DNA Guidelines CITI courses](#) – for researchers on an Institutional Biosafety Committee (IBC) reviewed protocol using recombinant or synthetic nucleic acid (r/sNA) molecules
    - ☐ [Conflict of Interest CITI course](#) – for ALL investigators: a) at least every 4 years; b) prior to engaging in research related to any PHS-funded project; and c) immediately when any of the following apply: i) UH Policy R-43 is revised in a way that affects investigators; ii) investigator is new to UH; or iii) when an investigator is found in non-compliance with UH Policy R-43 and/or their Research COI Management Plan

- ☐ **Clinical Research Orientation**
  - ☐ **Principal Investigators and Physicians** – 30 min. 1:1 training, scheduled by emailing [ClinicalResearch@UHhospitals.org](mailto:ClinicalResearch@UHhospitals.org).
  - ☐ **Staff and Credentialed non-UH employees involved in research** – New Hires will be administratively enrolled in the next clinical research orientation class after their hire date.
  - ☐ **Residents & Fellows** – Research training specific to Residents and Fellows; scheduled by department or by emailing [ClinicalResearch@UHhospitals.org](mailto:ClinicalResearch@UHhospitals.org).
  - ☐ **Medical Students** – Newly UH Research Credentialed Medical Students will be administratively enrolled in the next medical student research orientation class after their credentialing approval; offered quarterly.

- ☐ **HIPAA and PHI in Research** – [UH GPS Link](#)

- **WHO** – All research staff, excluding Principal Investigators.

- ☐ **UH Investigator Training** – [UH GPS Link](#)

- **WHO** – Required for Principal Investigators, recommended for all research staff

- ☐ **Research Integrity Training** – [UH GPS Link](#)

- **WHO** – All investigators, study staff, and research credentialed personnel involved in clinical research at UH.

- ☐ **Epic Research Training**

- **WHO** – Researchers requiring access to Epic will be enrolled by Epic Research IT after submission of a SailPoint request by their manager or administrator.

- ☐ **Velos Training** – refer to [SOP SS-314](#)

- ☐ **Principal Investigators** – [Velos for Principal Investigators](#)
- ☐ **All other study personnel using Velos CTMS** – [Velos for Study Coordinators](#)

- ☐ **DOT/IATA Certification** – [UH GPS Link](#)

- ☐ **WHO** – All UHCMC research personnel who ship and receive biological samples are required to be certified through the UHCMC Department of Hospital Safety (DHS) upon initial hire.

### Highly Recommended Courses

[Introduction to Statistics for Clinical Research](#) | [Clinical Research Design: The Basics](#) | [REDCap: An Introduction](#)  
[Response Plan for Emergencies/Disasters Impacting the HRPP at UH](#)

## CLINICAL RESEARCH SUPPORT

### Dahms Clinical Research Unit (DCRU)

#### *Fee-for-Service*

- Provides research dedicated facilities and staff for outpatient clinical research.
- **More Info:** [DCRU: Dahms Clinical Research Unit](#)
- **Request DCRU Services** [HERE](#)
- **Schedule a Research Blood Draw** [HERE](#)

### Research Support Core (RSC)

#### *Fee-for-Service*

- Provides a variety of services and resources to support the research process across all phases of clinical research.
- **More Info:** [Research Support Core](#)
- **Request RSC Services** [HERE](#)

### Investigational Drug Services (IDS)

#### *Fee-for-Service*

- Provides services to all clinical studies that involve investigational new drugs.
- Does not support investigational devices.
- **More Info:** email [IDS](#)

### Seidman Clinical Trials Unit (SCTU)

#### *For Cancer Research Only*

- Provides a centralized infrastructure to support cancer-related research. The unit provides a range of services to provide complete clinical trial coordination, including the initiation and conducting of clinical trials.
- **More Info:** [Clinical Trials Unit](#) or email [Josephine Chan](#)

## CLINICAL RESEARCH CONTACTS

UH Clinical Research Center	<a href="mailto:ClinicalResearch@UHhospitals.org">ClinicalResearch@UHhospitals.org</a>
UH Institutional Review Board	216-844-1529   <a href="mailto:UHIRB@UHhospitals.org">UHIRB@UHhospitals.org</a>
UH Research Compliance	<a href="mailto:UHResearchCompliance@UHhospitals.org">UHResearchCompliance@UHhospitals.org</a>
UH Research Credentialing	<a href="mailto:UHResearchCredentialing@UHhospitals.org">UHResearchCredentialing@UHhospitals.org</a>   <a href="#">GA-103: UH Research Credentialing</a>
Clinical Research Operations	<a href="#">DWP Page</a>   <a href="mailto:VelosSupport@UHhospitals.org">VelosSupport@UHhospitals.org</a>
Biostatistics Support	<a href="mailto:BiostatsSupport@UHhospitals.org">BiostatsSupport@UHhospitals.org</a>
Grants & Contracts	<a href="mailto:UHCRCGrantsContracts@UHhospitals.org">UHCRCGrantsContracts@UHhospitals.org</a>
Research Education	<a href="mailto:ResearchIntegration&amp;Education@UHhospitals.org">ResearchIntegration&amp;Education@UHhospitals.org</a>
Grants Accounting	<a href="mailto:UHCRCGrantsAccounting@UHhospitals.org">UHCRCGrantsAccounting@UHhospitals.org</a>
Research Finance	<a href="mailto:Kathy.Hammerhofer@UHHospitals.org">Kathy.Hammerhofer@UHHospitals.org</a>
Research IT	<a href="mailto:ResearchIT@UHhospitals.org">ResearchIT@UHhospitals.org</a>   <a href="mailto:EpicResearchITTeam@UHhospitals.org">EpicResearchITTeam@UHhospitals.org</a>

## CLINICAL RESEARCH RESOURCES

Research Representative Forum	Visit our <a href="#">Research Representative Forum DWP page</a> to learn more about this open forum designed for UH researchers.
Research-Related Email Notifications	Email <a href="#">Kim Polen</a> to be added to the "AllUHResearchers" distribution list to receive important research-related email updates and educational opportunities.
SpartaIRB Account Setup	SpartaIRB is the electronic IRB submissions system shared by UH and CWRU. Visit the <a href="#">Sparta info page</a> (scroll to SpartaIRB) and click on SpartaIRB New User Request.