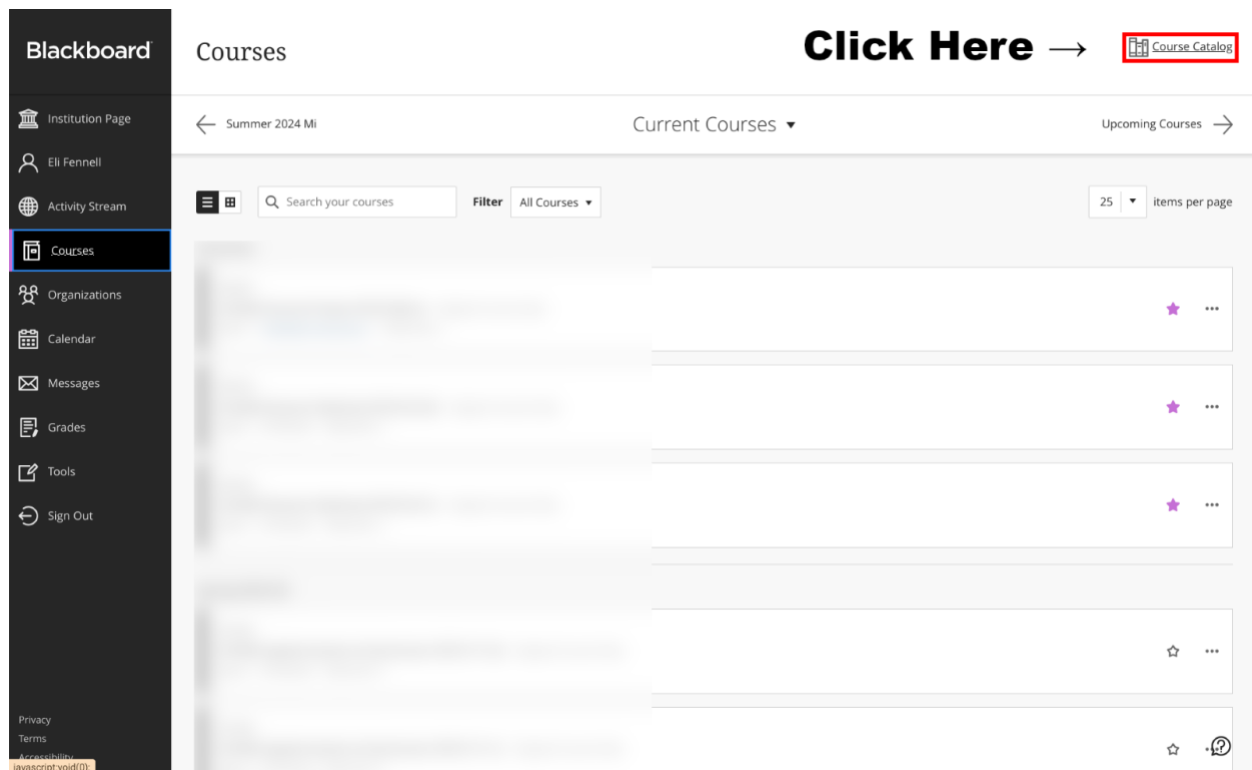


Albizu University Human Subjects Research Requirements

Institutional Review Board (IRB) Training Workshop

Step 1:

- Login to Albizu Blackboard with your Albizu username (yourusername@albizu.edu) and password. - bb.albizu.edu
- Click the **Courses** tab on the lefthand side of the webpage (see screenshot below).
- Click on **Course Catalog** in the upper righthand corner of the webpage.



Step 2:

- In the **Search Catalog** box, type IRB and hit the **Enter** key or click the **Go** button.
- Click the gray drop-down menu to the left of **IRB-Miami-Portal**
- Click **Enroll** (see screenshot below)

The screenshot shows the Blackboard Course Catalog interface. On the left is a dark sidebar with navigation links: Institution Page, Eli Fennell, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled 'Course Catalog'. It features a search bar with 'IRB' entered, and filters for 'Course Name' and 'Contains'. Below the search bar are sections for 'Browse Categories' and 'Browse Terms', both with dropdown menus. A table of search results is displayed with columns: COURSE ID, COURSE NAME, INSTRUCTOR, and DESCRIPTION. The table lists three courses: IRB-FACULTY-SANJUAN, IRB-MIAMI-PORTAL (highlighted), and IRB-STUDENT-SANJUAN. The 'IRB-MIAMI-PORTAL' row has a red box around the 'Enroll' button. An arrow points to this button with the text 'Click Here'. At the bottom of the page, there is a URL bar showing the Blackboard URL.

COURSE ID	COURSE NAME	INSTRUCTOR	DESCRIPTION
IRB-FACULTY-SANJUAN	Institutional Review Board for Faculty (IRB-Faculty)	Lymaries Padilla Cotto	Espacio de IRB solo para facultad de la UCA, Recinto de San Juan
IRB-MIAMI-PORTAL	Institutional Review Board (IRB) Training Workshop	Amanda Giust, Rolando Santana Martinez, Cindy Herde, Alicia Stern Holcomb	New- Institutional Review Board Portal - (IRB-Miami)
IRB-STUDENT-SANJUAN	Institutional Review Board for Student (IRB-Student)	Lymaries Padilla Cotto	

Step 3: Follow instructions after completing the workshop to receive your IRB Workshop Certificate.

BRANY IRB

Step 1: Download a **Request for User Access** form at <https://www.brany.com/forms-and-downloads/> (see screenshot below)

The screenshot shows the Brany IRB website with a navigation bar at the top. The main content area is divided into two columns. The left column features three cards: 'Informed Consent Preparation' with a green checkmark icon and a 'Contact Us' button; 'Study Start Up Checklist' with an image of a person at a laptop and a 'Download' button; and 'Medicare Coverage Analysis' with a magnifying glass icon and a 'Learn More' button. Below these cards is a large 'Click Here' button with an arrow pointing to the right. The right column has a 'Reporting Timelines' table, followed by a list of links: '+ IRB Membership List — Compliance Statement — Meeting Schedule', '+ Initial Submission or Exemption Request', and '- IRBManager™ Getting Started'. At the bottom, there is a section titled 'Protocol Writing Application' with a laptop icon and a list of links: 'Request for User Access' (highlighted with a red box), 'Submit form to obtain an IRBManager account.', 'Send completed Request for User Access forms to useraccess@brany.com', and 'IRBManager™ Demonstration Webinar'. A 'Privacy - Terms' link is visible in the bottom right corner.

Reporting Timelines	
UPIRTSOS (Unanticipated Problems)	Report per occurrence within 5 days
Serious Adverse Events (Local)	Report per occurrence within 5 days
Unanticipated Adverse Device Events (UADEs)	Report per occurrence within 10 days
Complaints	Report per occurrence within 5 days
Major Deviations	Report per occurrence within 10 days
Minor Deviations	Report in aggregate with continuing review or study closure

IRB Forms & Downloads

- + IRB Membership List — Compliance Statement — Meeting Schedule
- + Initial Submission or Exemption Request
- IRBManager™ Getting Started

Click Here → **Request for User Access** - Submit form to obtain an IRBManager account.

Send completed Request for User Access forms to useraccess@brany.com

- IRBManager™ Demonstration Webinar

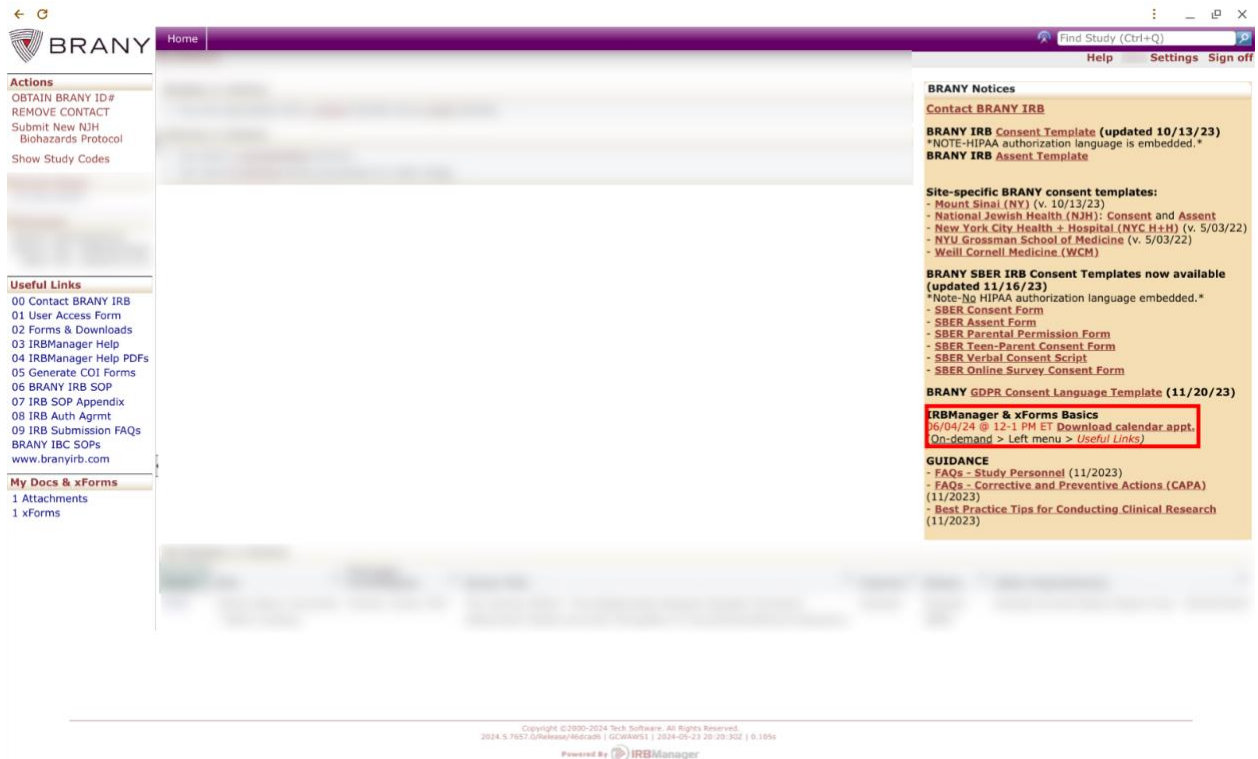
WEBINAR: IRBManager & xForms Basics

Privacy - Terms

Step 2: Fill out the **Request For User Access** and submit it by email to useraccess@brany.com.

Step 3: After receiving access, log in at <https://brany.my.irbmanager.com/> and attend a Zoom session of **IRBManager & xForms Basics** (see screenshot below) at your earliest possible convenience by clicking **Download Calendar appt.** to receive the Zoom link. Sessions are held

on the first Tuesday of each month from 12pm – 1pm Eastern Time.



CITI Training

Step 1: Visit www.citiprogram.org

Step 2: Click **Register** and complete the registration process (or log in to your existing account).

Step 3: Click **Select Your Organization Affiliation** (see screenshot below)

Step 4: In the search box, type **Albizu** and click **Albizu University – Miami Campus** (see screenshot below).

Step 5: Click **I agree**

Step 6: Complete both required courses below.**

IPS for Researchers

Social-Behavioral-Educational Researchers

* Please Note: Even if you have previously completed CITI courses as part of your role at another institution, you must complete the courses here at Albizu.

** Additional courses may be required for some types of research.

[My Courses](#)[My Records](#)[My CE/CMEs](#)[Support](#)

English ▼

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

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

If your organization is using Single Sign-On, please find it [here](#).

[Albizu University - Miami campus](#)[Albizu University - San Juan campus](#)

SUPPORT

888.529.5929

9:00 a.m. – 7:00 p.m. ET

Monday – Friday

[Contact Us](#)[Status Page](#)

LEGAL

[Accessibility](#)[Copyright](#)[Privacy and Cookie Policy](#)[Statement of Security Practices](#)[Anti-Discrimination Policy](#)[Terms of Service](#)