

CITI Training Required for all Ascension Research Personnel by April 30, 2019

Ascension Wisconsin is committed to the protection of patients who participate as human subjects in research. In 2017, Ascension Wisconsin [announced](#) the move to use the CITI Program, the preferred training tool for human subject research through all of Ascension. The implementation plan, [announced](#) in April, 2018 outlined the training requirements for all researchers to complete CITI training by April 30, 2019.

- **If you have completed the required Human Subject Research training**- no further action is required.
- **If you have not completed the required training**- all individuals listed in Mentor on an active research study will receive an email outlining the required action.
 - If you have a CITI account, required courses will be manually loaded into the account for you to complete.
 - If you do not yet have a CITI account, refer to the [CITI Program Training Instruction Guide](#) for details.

More information:

- Information on required [researcher training](#) can be found on the AWRI website.
- [CITI Program Training Instruction Guide](#) contains instructions on account registration and completion of the required training.
- IRB SOP: [Human Subject Protection Education and Training for Researchers](#)
- IRB Guidance: [Investigators and Research Personnel](#) may be used to determine who should be identified as a member of the research team and who require training.

Coming Soon - Reporting of Annual Financial Conflict of Interest in Research

In accordance to the Financial Conflict of Interest in Research [policy](#) (*PolicyStat*) all active researchers must complete the required annual disclosure.

You will receive an email with instructions to complete the disclosure. For most researchers, this will take only a few minutes. Please be on the lookout for that email and complete the disclosure as soon as possible.

Ascension Wisconsin Research Institute Website Updated

The AWRI website has been updated!
Check out the new site at:
ascensionwisconsinresearchinstitute.org

Get information about [AWRI](#), [Staff contacts](#), and the research departments including [Clinical Research](#) and [Research Integrity and Protection](#).

Researchers can learn about steps to [start a new study](#), [required training](#) and the [IRB](#).

Participants can [learn](#) about Clinical Research and [search enrolling trials](#).

MENTOR UPDATES

NEW: Timestamp when PI Signature is Requested

For all reports signed electronically by the PI in Mentor, when a signature is requested there will now be a timestamp that displays near the “request signature” button allowing users to see when the signature was requested.

Once signed, there is also a timestamp that the signature was completed.

NEW: Electronic Signature Confirmation

For all reports signed electronically by the PI in Mentor, when the PI completes a signature, all staff listed on the protocol as a Research Coordinator will receive a confirmation notice from Mentor.

UPDATED: Continuing Report Tab

When you view tab for continuing and closure reports, you will now see applicable file types displayed in the submission area. You can use the red page icon (context menu) to upload that file type. The “Upload Multiple Files” Option from the main report context menu is also still available.