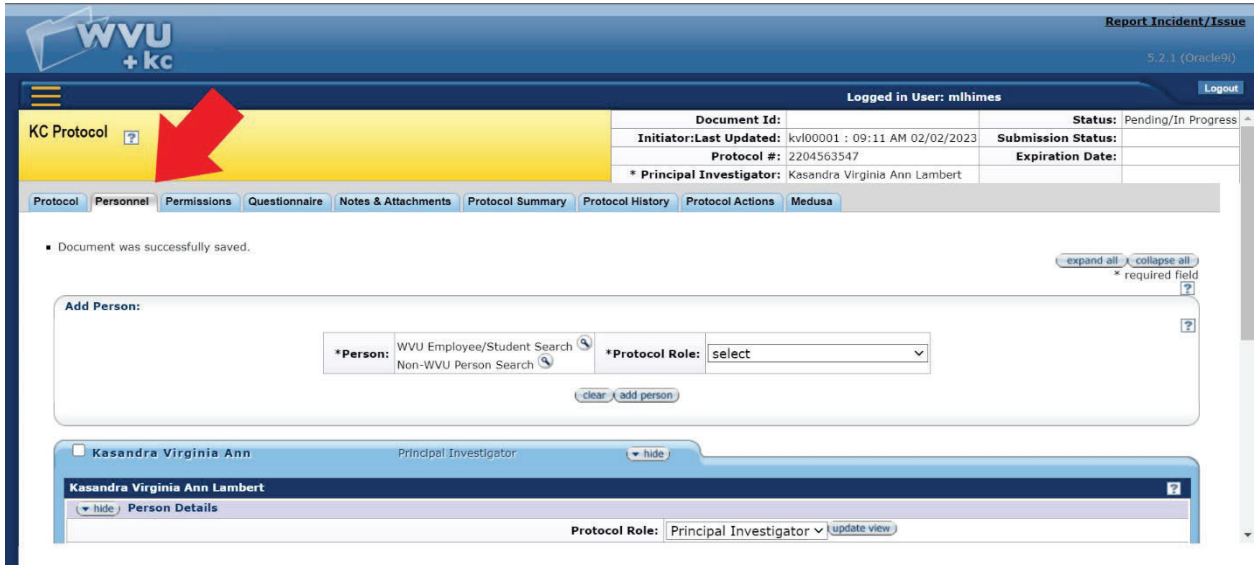


How-To: Attach CITI HSP Training in WVU+kc

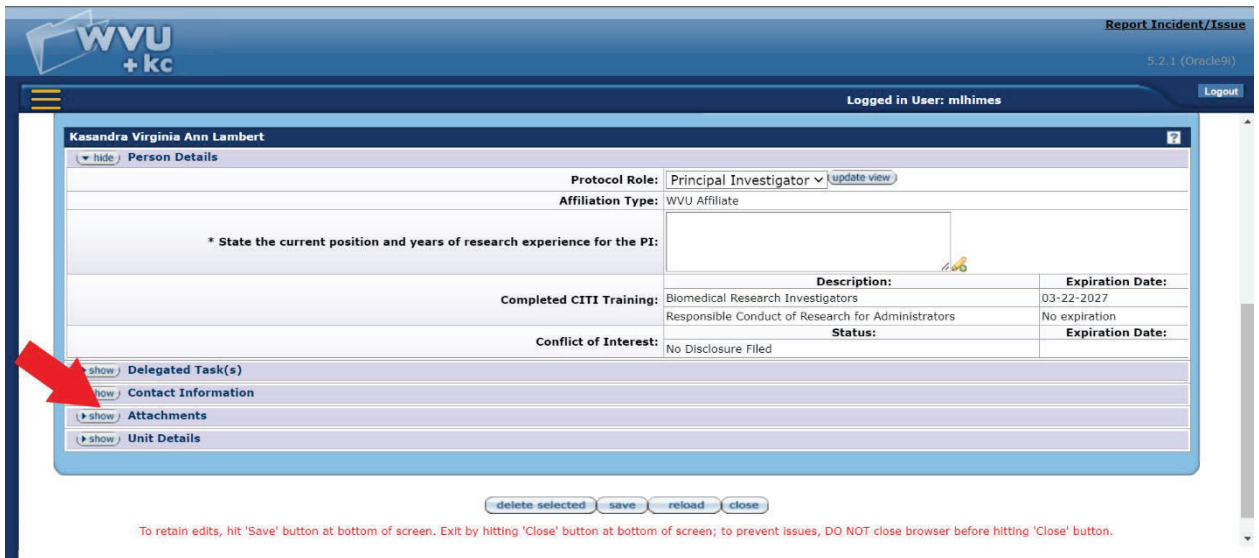
General Instructions

Use this guide if CITI HSP training is not auto-populating in WVU+kc for study personnel.

1. Login to WVU+kc and edit the protocol that needs CITI Training documentation added.
2. Click the Personnel tab.



3. Select the Personnel that needs CITI Training documentation attached.
4. Click SHOW next to the Attachment section of that person.



5. Select Attachment Type (Training Certificate or Training Certificate 2)
6. Provide a brief description (example: CITI HSP Training Certificate)

7. Choose File to add the PDF of the certificate.

WVU +kc Report Incident/Issue 5.2.1 (Oracle9i) Logged in User: mlhimes

Protocol Role: Principal Investigator

Affiliation Type: WVU Affiliate

* State the current position and years of research experience for the PI:

Completed CITI Training:	
Description:	Biomedical Research Investigators
Expiration Date:	03-22-2027
Description:	Responsible Conduct of Research for Administrators
Expiration Date:	No expiration

Conflict of Interest: No Disclosure Filled

Posted Timestamp	Uploaded By	* Attachment Type	* Description	* File Name	Actions
Add:		<input type="text" value="select"/> select COI Documents CV or Resume Other 2 Training Certificate Training Certificate 2		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="add"/>

To retain edits, hit 'Save' button at bottom of screen. Exit by hitting 'Close' button at bottom of screen; to prevent issues, DO NOT close browser before hitting 'Close' button.

8. Click ADD to the right under Actions to attach the documentation.

WVU +kc Report Incident/Issue 5.2.1 (Oracle9i) Logged in User: mlhimes

Protocol Role: Principal Investigator

Affiliation Type: WVU Affiliate

* State the current position and years of research experience for the PI:

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Conflict of Interest: No Disclosure Filled

Posted Timestamp	Uploaded By	* Attachment Type	* Description	* File Name	Actions
Add:		Training Certificate	CITI Training Certificate	<input type="button" value="Choose File"/> CITI Trainin...ertificate.pdf	<input type="button" value="add"/> <input type="button" value="reset"/>

To retain edits, hit 'Save' button at bottom of screen. Exit by hitting 'Close' button at bottom of screen; to prevent issues, DO NOT close browser before hitting 'Close' button.

9. Save the submission.