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**To:** [Blodgett, Allison](#)  
**Subject:** eIRB Upgrade - CITI Training [eIRB]  
**Date:** Thursday, July 15, 2021 12:14:59 PM  
**Attachments:** [Combo eIRB Job Aid PDF - CITI Training Auto-Displaying in eIRB 6-28-2021 - and - eIRB UpgradeChecklist ver 7-7-2021.pdf](#)

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Dear Research Community,

As noted in earlier communications, eIRB is being upgraded to a cloud-based environment with an anticipated go-live date of October 2021. Please see below for important information regarding the **eIRB Upgrade and CITI Training**.

The new eIRB will automatically display current CITI training dates for Human Subjects Training, Good Clinical Practice, and Conflict of Interest. In order for the dates to display properly, you must enter your umassmed.edu email in your **Institutional Profile** in CITI. To do this:

- **Go into your CITI account and, using the pulldown menu under your name, select Profiles. Go to the Institutional Profile (not the Member Profile) for University of Massachusetts Worcester, click EDIT PROFILE, and add your UMMS email address as the Institutional Email Address.**

You can continue to use any email you like as your preferred and secondary emails in your Member Profile. However, your umassmed.edu email must be entered in the Institutional Profile.

To assist study teams with preparing for the transition from the legacy system to the new eIRB, we have prepared the attached checklist – which includes making sure that your Institutional Profile in CITI uses your umassmed.edu email. We encourage you to review the checklist and to take the corresponding actions, including beginning now to submit Continuing Reviews that are due from September through December. This will help the IRB office ensure that studies due for review around the time of transition can be reapproved in a timely fashion.

We will share continued communications, including information on training, as we progress along the project timeline.

Sincerely,  
Allison Blodgett, PhD, CIP

Director of IRB Operations