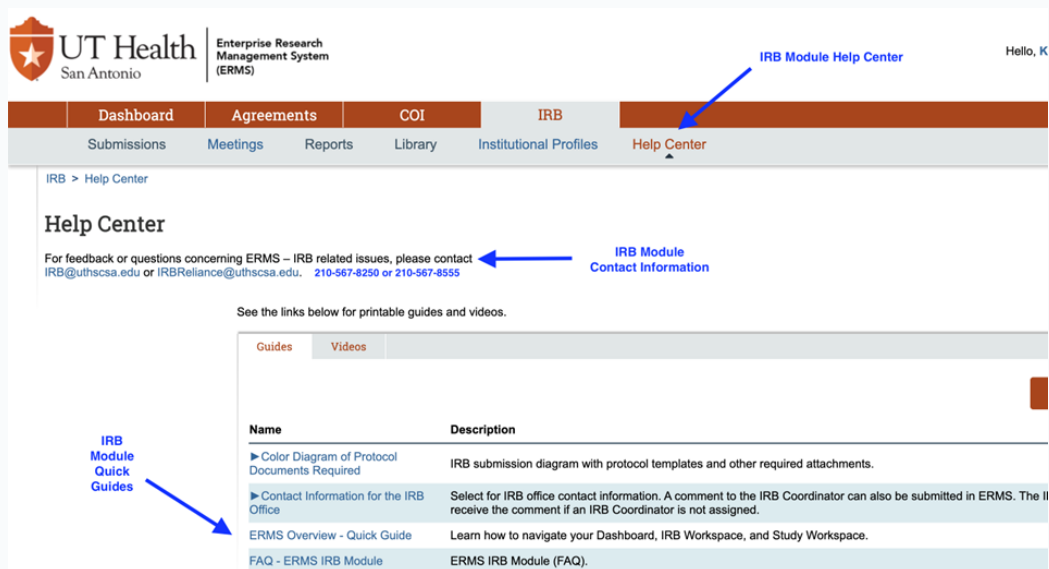


Need Assistance with an ERMS Module? Check out the “Help Center” located within each module!

- **Contact info** is now posted in the Help Center tab for each module
- **Request a demo** for any module using the contact info in the Help Center
- **Check out the HelpCenter tab** for module-specific guidance such as “Quick Guides”



The screenshot shows the ERMS IRB Module Help Center interface. At the top, there is a navigation bar with tabs for Dashboard, Agreements, COI, IRB, and Help Center. The Help Center tab is selected. Below the navigation bar, there is a breadcrumb trail: IRB > Help Center. The main content area is titled "Help Center" and contains the following text: "For feedback or questions concerning ERMS – IRB related issues, please contact IRB@uthscsa.edu or IRBReliance@uthscsa.edu. 210-567-8250 or 210-567-8555". Below this text, there is a section titled "See the links below for printable guides and videos." which contains a table of guides and videos. The table has two columns: "Name" and "Description". The table lists four items: "Color Diagram of Protocol Documents Required", "Contact Information for the IRB Office", "ERMS Overview - Quick Guide", and "FAQ - ERMS IRB Module".

Name	Description
▶ Color Diagram of Protocol Documents Required	IRB submission diagram with protocol templates and other required attachments.
▶ Contact Information for the IRB Office	Select for IRB office contact information. A comment to the IRB Coordinator can also be submitted in ERMS. The IRB Coordinator will receive the comment if an IRB Coordinator is not assigned.
ERMS Overview - Quick Guide	Learn how to navigate your Dashboard, IRB Workspace, and Study Workspace.
FAQ - ERMS IRB Module	ERMS IRB Module (FAQ).

CITI and other training information in ERMS-IRB

The following information should show in your ERMS training tab: Credentialing Status, Research Scope of Practice, CITI, and other required UT Health San Antonio training.

History	Funding	Contacts	COI	Documents	Reviews	Snapshots	Agreements	Training
Jason Bates - Principal Investigator - Sr Dir, Clinical Trials Office								
Course	Source	Completion Date	Expiration Date					
Biomedical Research	CITI	10/10/2023	10/10/2026					
Conducting Investigator-Initiated Studies According to FDA Regulations and Good Clinical Practices	CITI	1/13/2014	1/13/2016					
Good Clinical Practice (GCP)	CITI	1/13/2014						
IRB Chairs	CITI	1/24/2014	1/24/2016					
IRB Member	CITI	1/24/2014	1/24/2017					
Practice Based Research	CITI	10/10/2023	10/10/2026					
Social & Behavioral Research	CITI	1/26/2014	1/25/2017					
VA Human Subjects Protection and Good Clinical Practices	CITI	11/30/2015	11/29/2016					
CTO Management of Research Billing Risk [WBT]	Oracle	12/8/2020	12/8/2022					
CTO Management of Research Participant Payments [WBT]	Oracle	12/8/2020	12/8/2022					
CTO Velos eResearch [WBT]	Oracle	6/26/2023	6/26/2025					

CITI training may not show in ERMS due to the following:

Your first name, last name and email (all 3 must align) in CITI is not identical to the information in ERMS. In this case, please update your CITI profile to match what is in ERMS, which is also the format used by the institution.

UT Health Learns (ORACLE) training may not show in ERMS due to the following:

The individual taking the training was previously a POI, a student or a former employee and the individual has since changed positions at the university.

If you are verifying training for your team and have questions or require guidance, please contact IRBReliance@uthscsa.edu.

**Note: Suggested browsers are Chrome, Firefox, or Safari 15+ to access links. If still unable to access link, verify your browser is updated and/or clear the browser cache.*