



**RANCHO LOS AMIGOS NATIONAL REHABILITATION
CENTER RANCHO RESEARCH INSTITUTE, INC.
INSTITUTIONAL REVIEW BOARD**

To: All Investigators, Research Personnel and IRB Members

From: Marie Pineda, CIP
IRB Administrator

Subject: Research Onboarding Process and Training Requirements

To ensure a smooth and compliant start to your research activities at Rancho Research Institute (RRI), please review and complete the following onboarding steps:

1. RRI Onboarding Requirement

All individuals conducting research at RRI – including County staff and external collaborators – must complete RRI-specific onboarding prior to engaging in any research-related activities. County onboarding alone does **not** fulfill this requirement.

2. Onboarding Paperwork

To initiate onboarding, please contact Angela Balancio-Morales at (562) 385-8114 or angelab@ranchoresearch.org. Completion of RRI onboarding documentation is mandatory before beginning any research work..

3. Conflict of Interest (COI) Disclosure

All research personnel must review RRI's Financial Conflict of Interest policies and submit a signed COI Disclosure Form. These materials are available at <https://www.ranchoresearch.org/irb>.

4. Required Training Prior to Research Participation

Before initiating research activities or creating an iRIS account (RRI's online IRB submission platform), all investigators and study personnel must complete the following training modules via the CITI Program:

- **Human Subjects (HS) Research**
Required for all individuals engaged in human subjects research.
- **Good Clinical Practice (GCP)**
Required if you are involved in the conduct of clinical trials.
- **HIPAA for Research**
This module is required in addition to the County HIPAA training. The County course does not meet HIPAA requirements specific to research activities.

- **Conflict of Interest (COI) Training**

Required to ensure transparency and compliance with institutional and federal COI policies.

Note: Additional training certifications may be required based on the nature of the study, funding source, or sponsor requirements. Please consult your study coordinator or the IRB office for guidance.

Please prioritize these steps to ensure proper onboarding and readiness for research activities.

If you have any questions or need assistance, please reach out to **Marie Pineda** at **(562) 385- 6299** or irb@ranchoresearch.org.

Thank you for your cooperation.