



SITE ADMINISTRATOR CONTACT FORM

Welcome to CIRTification Online!

Your institution must designate an individual to serve as the primary CIRTification Online Site Administrator. You may also choose to designate a secondary Site Administrator. This is recommended but not required.

Site Administrators will be able to access information about individuals affiliated with your institution who have enrolled in CIRTification Online. Reports can be accessed and printed from the system.

Site Administrators will receive updates via email about any changes or updates to CIRTification Online.

INSTITUTION NAME _____

PRIMARY SITE ADMINISTRATOR

Name: _____

Email Address: _____

Title: _____

Department: _____

Phone #: _____

SECONDARY SITE ADMINISTRATOR

Name: _____

Email Address: _____

Title: _____

Department: _____

Phone #: _____

If at any time you need to change your institution's Site Administrator, please email cirtification@uic.edu.





TERMS OF USE FOR COLLABORATING INSTITUTIONS

CIRTification Online provides free, web-based training in human research protection. CIRTification Online was designed with community research partners in mind, but we believe it would also be valuable for anyone who will be working on the “front lines” of community-based research – or for anyone responsible for training and supervising those folks, including principal investigators.

CIRTification is funded through the University of Illinois at Chicago Center for Clinical and Translational Science and supported by the National Center for Advancing Translational Sciences, National Institutes of Health, through Grant UL1TR002003.

Access to and use of CIRTification websites and content are subject to these terms and conditions.

Site agreement: Institutions agree to be included as a “Collaborating Institution” on the CIRTification website, within related marketing materials and reports. “Collaborating Institution” is defined as any site at which CIRTification has been implemented, regardless of the number of actual individual unique users.

Data Use and Privacy: UIC CCTS may access a Collaborating Institution’s user information to operate, maintain, and improve CIRTification. User data and/or statistics may be used for scholarly purposes with appropriate regulatory approvals and/or consent. When necessary or appropriate, Collaborating Institution and/or user information may be shared to comply with applicable laws and/or to comply with lawful requests and legal process, including responses to requests from public and government authorities.

Citation: We encourage mention and citation of CIRTification Online in grant proposals, conference presentations, published manuscripts, and other reporting. Suggested citation: *CIRTification Online: Community Involvement in Research Training. University of Illinois at Chicago, Center for Clinical and Translational Science.*

Subscription and Service Fees: CIRTification Online is currently available at no cost. Collaborating Institutions will be provide a minimum of 90 days notice of any changes.

UIC CCTS / CIRTification reserves the right, at its sole discretion, to terminate account access and use of its services to any Collaborating Institution, any affiliates of a Collaborating Institution, or to any users, for failure to follow the terms and conditions described in these Terms of Service.

