

## Institutional Review Board Required Training in Protection of Human Research Participants

Anyone planning to conduct human subjects research at Guthrie must demonstrate basic understanding of how to protect the rights and welfare of human research subjects and document this by completing the IRB required training. This includes completing courses through the Collaborative Institutional Training Initiative (CITI).

To complete the training:

1. log onto <http://www.citiprogram.org>
2. register as a "new user"
3. choose a user name and password
4. select The Guthrie Clinic as the "participating institution"
5. select **Biomedical Research Investigators**

Upon completion, CITI provides a training certificate.

The Principal Investigator and Coinvestigators conducting research must submit documentation of formal training to the IRB. The IRB verifies that the Principal Investigator and Co-investigators have training in the conduct of human subject research prior to initial approval and at continuing review. The Principal Investigator is responsible to ensure that all research key personnel have documented training in human subjects protection prior to participation in research.

If the training requirements are not fulfilled, the investigator cannot initiate a new study until documentation of training has been submitted. Investigators or any study team member who have completed equivalent training at other institutions and wish to be excused from this requirement can submit documentation for evaluation by the IRB Chair or Vice Chair who will determine if the training is acceptable.

Investigators and study team members are expected to participate in continuing education. This can occur in varying ways including webinars, conferences, research meetings, online training, and institutional training sessions on the protection of human subjects. These activities are expected to be documented and tracked to demonstrate continuing education.

A copy of all completed training certificates should be submitted to the IRB office. Please contact the IRB Office with any further questions.

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