Training Requirements

**Training required to conduct Human Research**
All members of the research team are expected to complete online training prior to conducting any activities related to the human research. IRB approval will not be granted for protocols in which study personnel do not have current, completed UA CITI training.

University of Arizona research faculty, staff, advisors and students must complete the University of Arizona human subjects component of the **Collaborative Institutional Training Initiative (CITI)** online training program. The CITI certification is **valid for a four (4) year period**, after which time refresher training must be completed. It is recommended that a copy of the completion report is printed and maintained.

**Training for non-University research personnel**
Collaborators and investigators whom the UA IRB oversees through a collaborative Institutional Agreement (see Guidance Ceded IRB Review for more information) must have valid human subjects training. The HSPP has set the following requirements for non-UA personnel:

- Training from another University will be accepted in lieu of the UA human subjects training. Investigators must submit a completion certification, including a list of the training modules for comparison. The HSPP reserves the right to require individuals to take the UA CITI program if the training is not comparable.
- All academic research personnel will be required to take the UA CITI course on Native American research if the project involves Native Americans.

When the research team involves non-academic community based members, such as Promotoras or community based participatory research activities involving the general public, the HSPP has developed a smaller, simpler course for community based participants – the CITI human subjects course for Students. Also available is a basic training program for participants who speak Spanish.

The HSPP will allow exceptions to the CITI training requirement when:
- Community based researchers do not read English or Spanish, or
- It is not culturally appropriate or reasonable to have members of the research team take an online training program.

In cases where the UA CITI human subjects training program will not be used, the UA investigator must submit as part of the application materials a description of how they will train the research team. This training plan should include at a minimum the following information:

- The ethical principles of the Belmont Report (respect for persons, beneficence, and justice);
- Discussion of informed consent, the process, the conversation, documentation, and a discussion about the non-coercive nature in which informed consent should be
Training Requirements

obtained;
• The roles and responsibilities of an IRB;
• Privacy and confidentiality during the research procedures, including collection and storage of research data; and
• General roles and responsibilities of research team members

F107: Verification of Human Subjects Training Form (VOTF)
Key personnel are required to be listed on the F107 and have current CITI training before they may conduct any activities related to the human research. The NIH defines key personnel as, “the PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation (…).”

The HSPP requires that the F107 also include:

• Any person consenting subjects
• Those having access to identifiable data
• Faculty advisors for student research
• The study coordinator/contact person