

**Investigator and Research  
Personnel Education Program and  
Training Requirements**

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**POLICY:**

- I. The UIC HSPP includes ongoing educational requirements for the research community (i.e., investigators, department heads, faculty, staff and students). The HSPP education program consists of initial and continuing mandatory training sessions for all individuals who are [engaged](#) in the research, including but not limited to, being involved in the conduct, review, or oversight of human subject research as well as a HIPAA research training requirement for all individuals involved in research using PHI.
- II. No individual identified as key research personnel on a project will be allowed to conduct research activities involving human subjects without meeting the HSPP training requirements.
  - A. Key research personnel are [engaged](#) in the research and include:
    1. Principal investigators;
    2. Co-investigators;
    3. Individuals listed on the grant or contract application;
    4. Individuals listed on a FDA form 1572 (for UIC sites);
    5. Individuals who are named as contact persons in the informed consent documents or recruitment materials for research;
    6. Individuals who provide supervision of the persons who are obtaining informed consent to participate in research;
    7. Individuals who obtain informed consent or authorization; and
    8. Individuals who have access to PHI.
  - B. PIs are responsible for the ongoing monitoring of the educational requirements of all research personnel, paying special attention when research personnel are promoted or are given additional responsibilities. A promotion or broadening of duties may trigger new educational requirements from which personnel were previously exempt.
  - C. Key research personnel are listed on the IRB application and Appendix P and must be reviewed and approved according to their role in the research by the IRB.
  - D. If students or other individuals are not engaged in the research and are not listed in Section II.A above, then they are not required to be listed on the research protocol. However, the Principal Investigator is responsible to

ensure that these individuals receive both adequate training, including human subjects protection training, and oversight in accordance to the roles these individuals perform in the research.

- E. Individuals who are designated as “RiSC Web View Only” must be listed on Appendix P with this designation, but human subjects protection education is not required for these individuals.
  - F. Individuals who use research information/data from a study for their own research must be included as key research personnel on the original protocol application or must submit a separate application.
  - G. Applications will not be accepted by OPRS for IRB review if a PI or faculty sponsor lacks the required human subject protection training. Key research personnel will be excluded from participating in the conduct of the research until they have met the training requirements.
  - H. Final approval may be withheld if it is determined that an individual, who has not met the HSPP training requirements, is key to the conduct of the research.
  - I. For further information on who is required to take HSPP training, see UIC HSPP [\*Tip Sheet: Human subjects research training requirements\*](#).
- III. Other entities that are components of the UIC HSPP (UIC Medical Center, JBVAMC, College of Medicine, etc.) have their own research training mandates that are separate from those described in this policy and procedure. UIC OPRS is not responsible for the management or record-keeping for these courses.

## PROCEDURE:

- I. Initial Training Requirement.
  - A. The initial training requirement may be fulfilled by completing the [live UIC OPRS Investigator 101 course](#) or the [on-line Collaborative Initial Training Initiative \(CITI\) course](#). The CITI is also available in Spanish language.
  - B. OPRS should be contacted for other training options available for individuals with limited capacities and lesser roles in the research (e.g. community liaison) or for other non-English language options.
  - C. Educational offerings from other institutions will be evaluated on a case-by-case basis for equivalency to UIC standards. To submit outside training for approval, submit proof of training along with the course description to OPRS.
- II. HIPAA Training Requirement.
  - A. If the research involves the use of PHI, all key research personnel must complete the [UIC HIPAA research training course](#).
- III. Continuing Education Requirement.
  - A. All investigators and other key research personnel involved in human subject research are also required to complete a minimum of two contact hours of UIC HSPP-approved CE in human subject protections every two years.
  - B. Educational opportunities may be found by attending approved educational offerings on campus (i.e., OPRS, departmental or college programs) or

approved conferences or educational courses dealing with human subject protections within and outside of the institution.

- C. Individuals must submit external educational offerings for consideration for HSPP CE credit to OPRS using the “Requesting Continuing Education Credit” forms available on the OPRS website - <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/forms/index.shtml>.

IV. UIC OPRS maintains individual training attendance records for all research personnel who have attended training presented or authorized by OPRS/OVCR, completed the CITI Course, or have completed and submitted external training.

Research personnel may receive their training record by:

- A. Logging into RiSCWeb and checking the education system;
- B. Sending an email to [oprstraining@uic.edu](mailto:oprstraining@uic.edu); or
- C. Contacting OPRS reception.

#### REFERENCES:

[Determining Whether a Performance Site or an Institution is Engaged or Not Engaged in Research](#)

#### REVISION LOG:

Version (#, date)	Replaces (#, date)	Summary of changes
1.1, 5/05/09	1.0, 12/22/08	Linked to the engagement policy and procedure, <a href="#">Determining Whether a Performance Site or an Institution is Engaged or Not Engaged in Research</a>
1.2, 6/18/09	1.1, 05/05/09	Clarified that individuals who engage UIC in human subjects research must complete the required training.