

**TIP SHEET - Human Subjects
Research Training Requirements**

310 AOB (MC 672)
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UIC HSPP Policy & Procedure *Investigator and Research Personnel Education Program and Training Requirements* is available on the OPRS web site.

**Who Needs to Take HSPP Training in Order to Conduct Research
Overseen by the UIC IRBs?**

Research Role	From	Training Requirement
Key Research Personnel *	UIC **	<ul style="list-style-type: none"> UIC or CITI initial training (or UIC OPRS-approved equivalent training from other institution) UIC HSPP HIPAA training, if handling UIC PHI 2 contact hours UIC OPRS-approved CE every 2 years
Key Research Personnel	Non-UIC site w/ their own IRB (the research study is also reviewed at the individual's institution)	<ul style="list-style-type: none"> Proof of equivalent initial training from their own institution No UIC CE requirement
Key Research Personnel	Non-UIC site w/out their own IRB (the UIC IRB is the IRB of Record for the research study)	<ul style="list-style-type: none"> UIC or CITI initial training (or UIC OPRS-approved equivalent training from other institution) UIC HSPP HIPAA training, if handling UIC PHI 2 contact hours UIC OPRS-approved CE every 2 years
Key Research Personnel	Originally from UIC, no longer affiliated with UIC except for the role in this research	<ul style="list-style-type: none"> UIC initial education or proof of equivalent initial training from their new institution UIC HSPP HIPAA training, if handling UIC PHI No CE requirement
Key Research Personnel, in cases where the research has ended & the protocol is active only for data analysis and/or publication	UIC & non-UIC site w/out their own IRB	<ul style="list-style-type: none"> Continuing education requirement still applies -- 2 contact hours of UIC OPRS-approved CE every 2 years
Students or others who does not fit in the role of Key Research Personnel	UIC/non-UIC	<ul style="list-style-type: none"> None -- 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 their research roles.]

*Key research personnel include:

- Principal investigators;
- Co-investigators;
- Individuals listed on the grant or contract application;
- Individuals listed on a FDA form 1572 (for UIC sites);
- Individuals who are named as contact persons in the informed consent documents or recruitment materials for research;
- Individuals who provide supervision of the persons who are obtaining informed consent to participate in research;
- Individuals who obtain informed consent or authorization and therefore have access to PHI (biomedical research);
- Individuals who have access to PHI;
- Individuals who using the research information/data set as part of their own research should be included as research personnel on a protocol application.

**UIC is engaged in the research when the:

- Research is conducted by UIC faculty (any percent time appointment, including adjunct and non-salary) and staff;
- Research is conducted by adjunct faculty, such as non-salaried faculty, in their role as an adjunct faculty member and when there is intention of utilizing their faculty appointment to the University in a publication resulting from the research, or when their appointment is listed among the investigator's credentials in study documents;
- Research is conducted by students, including research to satisfy a requirement imposed by UIC for the award of a degree or the completion of a course of study;
- Research is performed on the premises of UIC or using equipment belonging to UIC;
- Research involves the use or disclosure of UIC PHI or other identifiable private information;
- Research funded by or supported through UIC.

Additionally, because the UIC IRB#4 is registered as the IRB of Record for the JBVAMC, UIC is also engaged in:

- Research conducted by JBVAMC staff;
- Research performed on the premises of the JBVAMC or using equipment belonging to the JBVAMC;
- Research involving JBVAMC patients or staff.

Questions? Call OPRS at 312-996-1711 or email oprstraining@uic.edu