**Standard Operating Procedure 302 - Researcher Ethics Training for SUU Affiliates**

**Scope:** The following procedure describes the requirements for researcher ethics training. All proposals to conduct human subject research must be accompanied by appropriate researcher ethics training. The specific training and modules required for researchers depends on their status as a university affiliate (i.e., student, faculty/staff, etc.).

**Relevant Regulations:** SUU IRB Policy 6.20

**Related Procedures:** n/a

1. **Proof of Training Required**

   a. Southern Utah University exclusively utilizes the Collaborative Institutional Training Initiative Program (also known as "CITI Program"). All researchers are required to complete the training required for their status as a university affiliate, as outlined below in this procedure.

   b. SUU affiliates are required to submit copies of their training <u>certificates</u>, which clearly indicate the completion of the required training. Note that the <u>certificate</u> is not the same as the score report; the IRB does not permit the substitution of the score report for the certificate.

   c. CITI certificates should be attached to all IRB proposal submissions, for all individuals identified as investigators on the project.

      i. An investigator is an individual involved in the obtaining of Informed Consent from research participants and/or the collection or analysis of human subject research data.

2. **Student (Non-Education Graduate) Training - "Student Researchers"**

   a. All undergraduate and graduate students, with the exception of Education graduate students, should choose the "Student Researchers" training within the CITI Program.

   b. Training Modules Required

      i. Once the "Student Researchers" training is selected, the CITI Program system will automatically queue the appropriate training modules for researchers. Researchers should not be concerned with selecting appropriate modules, as the system will automatically require the correct training modules if the "Student Researchers" training is selected.

    ii. "Student Researchers" training will include the following training modules:

        1. Belmont Report and Its Principles (ID: 1127)

        2. Students in Research (ID: 1321)

c. Passing Score

    i. The required passing score for the "Student Researchers" training is 80%.

    ii. Passing scores are automatically assigned by the CITI Program based on quiz responses.

d. Expiration

    i. "Student Researchers" training certificates expire 3 years after the completion date of the training.

## 3. Student (Education Graduate) Training - "Education Graduate Student Researchers"

a. All Education graduate students should choose the "Education Graduate Student Researchers" training within the CITI Program.

b. Training Modules Required

    ii. Once the "Education Graduate Student Researchers" training is selected, the CITI Program system will automatically queue the appropriate training modules for researchers. Researchers should not be concerned with selecting appropriate modules, as the system will automatically require the correct training modules if the "Education Graduate Student Researchers" training is selected.

    iii. "Education Graduate Student Researchers" training will include the following training modules:

        1. Research in Public Elementary and Secondary Schools - SBE (ID: 508)

        2. Belmont Report and Its Principles (ID: 1127)

3.  Students in Research (ID: 1321)

c.  Passing Score

    i.  The required passing score for the "Education Graduate Student Researchers" training is 80%.

    ii.  Passing scores are automatically assigned by the CITI Program based on quiz responses.

d.  Expiration

    i.  "Education Graduate Student Researchers" training certificates expire 3 years after the completion date of the training.

**3. Faculty and Staff Member Training - "Faculty/Staff Researchers"**

a.  All faculty and staff members should choose the "Faculty/Staff Researchers" training within the CITI Program.

b.  Training Modules Required

    i.  Once the "Faculty/Staff Researchers" training is selected, the CITI Program system will automatically queue the appropriate training modules for researchers. Researchers should not be concerned with selecting appropriate modules, as the system will automatically require the correct training modules if the "Faculty/Staff Researchers" training is selected.

    ii.  "Faculty/Staff Researchers" training will include the following training modules:

        1.  History and Ethical Principles - SBE (ID: 490)

        2.  Defining Research with Human Subjects - SBE (ID: 491)

        3.  The Federal Regulations - SBE (ID: 502)

        4.  Assessing Risk - SBE (ID: 503)

        5.  Informed Consent - SBE (ID: 504)

        6.  Privacy and Confidentiality - SBE (ID: 505)

7.  Belmont Report and Its Principles (ID: 1127)

c.  Passing Score

iv.  The required passing score for the "Faculty/Staff Researchers" training is 80%.

v.  Passing scores are automatically assigned by the CITI Program based on quiz responses.

d.  Expiration

iii.  "Faculty/Staff Researchers" training certificates expire 3 years after the completion date of the training.

## 4. Refreshing or Re-Completing Expired Training Certificates

a.  All SUU affiliates involved in human subject research must maintain an active CITI Program training.

b.  When SUU affiliates' CITI Program training certificates expire, they must either "refresh" or redo the appropriate training for their status.

c.  To refresh or redo CITI training, researchers must log in to the CITI Program web site. The CITI system will automatically prompt researchers to take the appropriate steps to obtain an active CITI certificate, provided they are close enough to the expiration date of their current certificate.

d.  Researchers with active human subject research projects underway should submit new CITI certificates to the IRB as soon as they are obtained from the CITI system.

e.  The SUU IRB may send email reminders to researchers whose certificates have expired or will soon expire.

## 5. CITI Training Requirements for Sponsored Programs (grants, contract, agreements)

a.  Human subjects research related to any type of sponsored funding requires an additional CITI training module set for Responsible and Ethical Conduct in Research (RECR). Completion of this additional training also is required prior to the start of any research activities related to sponsored funding. Please contact the Sponsored Programs, Agreements, Research, and Contracts (SPARC) office for further direction regarding this additional training.