



Campus Institutional Review Board
University of Missouri-Columbia


Training Requirements for Key Personnel Conducting Human Subject Research

Policy Number 2876.16

Reviewed by: Michele Reznicek, Campus IRB Compliance Officer
Reviewed by: Janelle Greening, Quality Assurance Associate
Reviewed by: Campus IRB Membership


Effective Date: December 12, 2007

Board Review

Signed 
IRB Chair

Date December 12, 2007

Administrative Review

Signed 
Associate Vice-Chancellor for Research

Date December 12, 2007

Training Requirements for Key Personnel Conducting Human Subject Research
Policy Number 2876.16

1.0 Policy

All key personnel involved with human subject research shall receive specialized training that will verse them in the ethical foundations underlying research participant protection. The Training requirement must be renewed every three years.

2.0 Scope

The requisite training certification for all key personnel applies to all human subject research conducted under the jurisdiction Campus IRB.

3.0 Purpose

The Campus IRB's objective of training Key Personnel is to impart knowledge and understanding that will result in ethical behavior that protects the rights and welfare of research subjects.

4.0 Standard Operating Procedures

The Campus Institutional Review Board (Campus IRB) shall assure that all key personnel are properly trained every 3 years to maintain an appreciation and respect for the IRB processes while conducting human subject research, and to remain current with the interpretative guidelines and updates governing the industry.

I. The Campus IRB training requires the investigator to master four main objectives:

- A. The Guiding Ethical Principles of the Belmont Report
 - B. Protecting the Rights, Welfare, and Safety of each Human Subject Participant
 - C. Compliance with applicable Federal, State and Local regulations
 - D. Responsible Management of Research Personnel.
-
- A. The Guiding Ethical Principles of the Belmont Report
 - All Key Personnel should possess the professional qualifications and experience to adequately meet the degree of proposal complexity and risk to human subjects.
 - 1. All Key Personnel shall respect the principle of BENEFICENCE requiring that competent investigators design ethical research to protect subjects from risk by continuing to assess the risk/benefit ratio.
 - 2. All Key Personnel shall respect the principle of RESPECT for persons through the process of Informed Consent and protection of privacy.
 - 3. All Key Personnel shall respect the principle of JUSTICE by being honest, fair and impartial by upholding the highest ethical research standards.
 - B. Protecting the Rights, Welfare, and Safety of each Human Subject Participant
 - 1. All Key Personnel shall put the rights, welfare and safety of each human subject research participant above their professional, financial, or personal interests.
 - C. Compliance with applicable Federal, State and Local regulations
 - 1. All Key Personnel shall comply with the applicable laws governing human subject research.
 - D. Responsible Management of Research Personnel.
 - 1. All Principal and Co-Investigators should ensure that the staff fully comprehends and appreciates the need to protect human subject participants according to the ethical standards governing research.
 - 2. All Principal and Co-Investigators should ensure that the research team has adequate resources to carry out the research

II. HOW TO SATISFY THE “INITIAL” CAMPUS IRB TRAINING REQUIREMENT

All Key Personnel are required to either attend a LIVE training session or complete the ONLINE training modules located the website, prior to initiating any research project involving human subjects that is under the jurisdiction of the University of Missouri-Columbia.

1. Online Training Site

The key personnel should complete the training modules on the Campus IRB website located at www.research.missouri.edu/cirb/index.htm.

2. LIVE Training Session

The key personnel should contact the Campus IRB to schedule a live training session tailored to your unit or Departments specific needs.

III. HOW TO “RENEW” YOUR CAMPUS IRB TRAINING REQUIREMENT

All Key Personnel shall seek to obtain continuing educational credits to maintain the professional qualifications and expertise necessary to adequately appreciate the degree of research complexity proposed. The Renewal Period is valid for 3 years.

IV. THE CAMPUS IRB’S RESPONSIBILITIES TO EDUCATE THE RESEARCH COMMUNITY

The Campus IRB must comply with their policies and procedures by identifying and disseminating new and relevant information regarding the proper process for protecting human subject research participants. This education process can be conducted by a variety of methods, including but not limited to:

1. Website
2. Live Trainings
3. Written documents
4. Conferences
5. Classroom

Revised May 2006
Revised June 2007
Revised November 2007