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| --- |
| Project Identification |
| *Principal Investigator (PI)* |  | *Student Investigator (SI)* |  |
| *IRB reference number:* |  | *Project title:*  |  |

**Individual Conducting Training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)**

**Research staff attending training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)**

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| --- | --- | --- |
| Research Activity | Training tools used (e.g. Protocol vmmddyy) | Date Trained |
| [ ]  CITI (State module(s); valid for three years) |  |  |
| [ ]  COI disclosure (as applicable) |  |  |
| [ ]  IRB submissions & communications |  |  |
| [ ]  Regulatory files creation & maintenance |  |  |
| [ ]  Recruitment activities |  |  |
| [ ]  Screening participants for eligibility |  |  |
| [ ]  Informed consent process |  |  |
| [ ]  Participant enrollment and follow-up |  |  |
| [ ]  Data collection activities |  |  |
| [ ]  Data entry and cleaning |  |  |
| [ ]  Adverse event determination & reporting |  |  |
| [ ]  Organizational tools |  |  |
| [ ]  Research related software |  |  |
| [ ]  Data management & monitoring |  |  |
| [ ]  Document/data storage & disposal |  |  |

Notes and subsequent training information: