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

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

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

|  |  |  |
| --- | --- | --- |
| 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: