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| Research Staff Training Log - GroupThis log is for the Principal Investigator to track trainings completed by research staff.v07.20.19 | C:\Users\cbcholka\AppData\Local\Microsoft\Windows\INetCache\Content.Word\UNM_OfficeInstitutionalReviewBoard_Horizontal_RGB.PNG1805 Sigma Chi NE | Tel: (505) 277-2644 Website: irb.unm.edu | Email: IRBMainCampus@unm.edu |

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

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

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| Research Activity | Training tools used (e.g. Protocol vmmddyy) |
| [ ]  CITI (Main Campus Researcher’s training; valid for three years) |  |
| [ ]  COI disclosure (UNM requires annual disclosure) |  |
| [ ]  IRB submissions & communications |  |
| [ ]  Funder/Sponsor contact |  |
| [ ]  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 |  |

**Attendees:**

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| Printed Name | Signature | Training date |
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