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| Research Staff Training Log - Group  This 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.PNG  1805 Sigma Chi NE | Tel: (505) 277-2644  Website: irb.unm.edu | Email: [IRBMainCampus@unm.edu](mailto: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:**

|  |  |  |
| --- | --- | --- |
| Printed Name | Signature | Training date |
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