

Instructions for Tracking IRB Required Training

The UNM IRB requires that all researchers involved in human subjects research complete training prior to engaging in the research. **It is the Principal Investigator's (PI) responsibility to ensure that all researchers involved in their active projects have completed and maintain current human research training.** The IRB may ask to see training and COI records at any time while a project is active.

PIs should maintain copies of CITI completion reports or NIH training certificates for all researchers. The PI should assess the training to ensure that it meets the requirements. Note that trainings are good for three years, after that, training needs to be completed again.

What an acceptable CITI completion report looks like:

- **Institution Affiliation:** University of New Mexico, Main Campus (ID: 2796)
- **Institution Email:** hsavage@unm.edu
- **Institution Unit:** OIRB
- **Phone:** 505 277-2644

- **Curriculum Group:** Main Campus Researchers
- **Course Learner Group:** Same as Curriculum Group
- **Stage:** Stage 1 - Basic Course

- **Record ID:** 18030691
- **Completion Date:** 24-Aug-2015
- **Expiration Date:** 23-Aug-2018
- **Minimum Passing:** 80
- **Reported Score*:** 100

Institutional Affiliation must be **UNM Main Campus** (see CITI Instructions (point 2) for instructions on affiliating with Main campus).

Curriculum group must be **Main Campus Researchers** (see CITI Instructions (points 3 & 6) for adding a course or learner group).

| REQUIRED AND ELECTIVE MODULES ONLY | DATE COMPLETED | SCORE |
|---|----------------|------------|
| Belmont Report and CITI Course Introduction (ID: 1127) | 15-Apr-2015 | 3/3 (100%) |
| History and Ethical Principles - SBE (ID: 490) | 15-Apr-2015 | 5/5 (100%) |
| Defining Research with Human Subjects - SBE (ID: 491) | 28-Apr-2015 | 5/5 (100%) |
| The Federal Regulations - SBE (ID: 502) | 28-Apr-2015 | 5/5 (100%) |
| Assessing Risk - SBE (ID: 503) | 28-Apr-2015 | 5/5 (100%) |
| Informed Consent - SBE (ID: 504) | 29-Apr-2015 | 5/5 (100%) |
| Privacy and Confidentiality - SBE (ID: 505) | 29-Apr-2015 | 5/5 (100%) |
| Conflicts of Interest in Research Involving Human Subjects (ID: 488) | 21-Aug-2015 | 5/5 (100%) |
| Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928) | 21-Aug-2015 | 5/5 (100%) |
| Cultural Competence in Research (ID: 15166) | 21-Aug-2015 | 5/5 (100%) |
| FDA-Regulated Research (ID: 12) | 09-Jun-2015 | 5/5 (100%) |
| Research and HIPAA Privacy Protections (ID: 14) | 09-Jun-2015 | 5/5 (100%) |
| Vulnerable Subjects - Research Involving Workers/Employees (ID: 483) | 14-Jul-2015 | 4/4 (100%) |

Check the completion date of modules. Module completion dates must have been completed within the last 3 years, regardless of the expiration date listed on the completion report.

If there are any issues with the CITI Completion Report, please ask the researcher to complete training that meets UNM IRB requirements.

Tracking Tool:

Use the CITI – COI Tracking Log to help with tracking CITI/NIH training completion and expiration dates. This log can be found on the IRB website in the IRB Library under the PAM tab.

| CITI (or NIH) Training Completion Tracking Log | | | | | |
|---|--------------------------|------------------------------|----------------------------|------------------------------|----------------------------|
| Note: This log is to track the CITI completion for all project team members | | | | | |
| Project Title: | | | | | IRB #: |
| Project member First Name | Project member Last Name | Date CITI training completed | Date CITI training expires | Date CITI training completed | Date CITI training expires |
| John | Doe | 12/1/2014 | 12/1/2017 | | |

For further assistance, contact the UNM Office of the Institutional Review Board at:
IRBMainCampus@unm.edu or (505) 277-2644

Instructions for Completing & Tracking COI

All UNM researchers (faculty, staff, students, and community members) are required to complete a Conflict of Interest (COI) disclosure annually. When there is a change in previously disclosed financial or outside interests, a Material Change disclosure should be submitted within 30 days of the change. When applying for PHS/NIH funding for research, a PHS/NIH project-specific disclosure needs to be submitted at the time of application for funding. The UNM COI committee is tasked with reviewing researchers' disclosures to determine whether there is a conflict and if so, determining how to manage that conflict. A researcher is unable to make COI determinations themselves.

To submit a COI disclosure to UNM:

1. **Visit the Conflict of Interest in Research website** at <http://researchcompliance.unm.edu/coi>.
2. To access the disclosure, on the left side of the screen, **click Submit COI Disclosures**.
3. This will take you to a page with the disclosure links for different types of researchers:

2017 - 2018 Annual Disclosure: UNM Investigators

UNM Faculty, Staff, and Students

2017 - 2018 Annual Disclosures: Non-UNM Investigators

Community members and others involved as researchers in UNM research

Public Health Service (PHS) disclosure submissions, by federal regulation, are required for each PHS/NIH proposal submitted.

- Submission is needed prior to the time of every new proposal submission to a PHS agency

Researchers submitting for PHS funding for their research

PHS/NIH Project-Specific Disclosure: fill out at time of applying for funds or to report material change

4. **Click on the red link** for the disclosure that most accurately fits the research and your relationship to UNM.
5. **Complete the survey.**

After you have submitted a COI disclosure, COI staff will review the disclosure and make a determination regarding conflict level. If there is no conflict, you will be notified of such through email. If there is a potential conflict, the disclosure will be sent for COI committee review and you will be notified of their decision through email. If the committee determines that a conflict of interest exists, a decision memo or management plan to manage the conflict will be sent to you.

PI Responsibilities:

1. The PI is responsible for ensuring that all researchers involved with their projects have submitted a disclosure.
2. The PI needs to know the conflict decision for all researchers involved with their projects and ensure that any stipulations from the COI committee are implemented and followed.
3. The PI must submit a copy of any decision memos and/or management plans to the UNM IRB for review with the project.

TIP: Use the CITI – COI Tracking Log (available in the IRB Library on the OIRB website) to assist you with managing your project team and their COI disclosure status.