



FRIENDS RESEARCH INSTITUTE, INC.
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Subject: General Administration
Division: IRB
Date: March 1, 2012

IRB Policy 101.2: TRAINING AND EDUCATION

Policy

Training of staff and members is critical if the IRB is to fulfill its mandate to protect the rights and welfare of research subjects in a consistent manner throughout the FRI research community. IRB members, staff, researchers, and others charged with responsibility for reviewing, approving, and overseeing human subject research should receive detailed training in the regulations, guidelines, ethics and policies applicable to human subjects research.

Training

1. IRB staff and members who oversee research on human subjects, as defined in 45 CFR 46.102 (f) and/or 21 CFR 56.102(e), will receive initial and ongoing training regarding the responsible review and oversight of research.
2. Staff and members will be required to complete the online Collaborative Institutional Training Initiative (CITI) Training in the protection of human research subjects. In addition, staff and members will be required to read the IRB's Policies and Standard Operating Procedures (SOPs) prior to their first IRB meeting.
3. At each IRB meeting the IRB Administrator will provide members with educational materials for review as part of their continuing education in the regulations, guidelines, ethics and policies applicable to human subjects research.
4. All Research Personnel must complete the online CITI Training in the protection of human research subjects or the online NIH course "Protecting Human Research Participants" prior to IRB approval of a new or continuing review application. Research Personnel are defined as the Principal Investigator, Co-Investigators, and research personnel who come into contact with human subjects during the course of a research project. Research personnel who are added to a study after initial IRB approval must complete one of these training courses.
5. Training certificates will be valid for 3 years upon completion of the training course. IRB staff, IRB members, and research personnel must recertify prior to their expiration date. Training certificates will be kept on file in the IRB office and entered into the IRB database. The IRB Administrator will track the expiration dates of certificates and notify individuals of their upcoming need for recertification.
6. IRB staff will be encouraged to attend workshops and other educational opportunities focused on IRB functions. FRI will support such activities to the extent possible and as appropriate to the

responsibilities of staff.

Documentation

Training and continuing education shall be documented and added to the records of the IRB as described in these SOPs.

Responsibility

The IRB Administrator is responsible for establishing the educational and training requirements for IRB staff, IRB members, and researchers.

Applicable Regulations and Guidelines

21 CFR 56.107

45 CFR 46.107

OHRP IRB Guidebook

NIH NOTICE: OD-00-039 Required Education in the Protection of Human Research Participants