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| The purpose of this checklist is to clarify DOE’s expectations for training for those involved in the oversight or conduct of human subjects research. Demonstration of completion of initial and refresher CITI training and understanding of DOE-specific human subjects protection requirements. | |
| **Select one of the following groups which best represents your role/training needs.** | |
|  | **Biomedical Researcher or Social-Behavioral Researcher** *Required training for all members of the research team who interact with human subjects in research or their identifiable data.* |
|  | **IRB Member and Administrative Team** *Required training for all members and alternate members of the IRB and members of the Administrative Team* |
|  | **IRB Chair and DOE Management Team** *Required training for IRB Chairs, Vice-Chairs, and the DOE Management Team including the DOE and NNSA Human Subjects Protection Managers.* |
|  | **DOE Institutional Official** *Required training for DOE Institutional Officials.* |
| Once training requirements have been met, select the applicable section below to demonstrate completion of initial or refresher training. | |
|  | Completed Initial Training (both must be checked) *DOE Document Review and CITI Human Subjects Initial Training must be completed every three years.*  DOE Document Review Completion Date:  CITI Training Completion Date: |
|  | Completed Refresher Training (both must be checked) *DOE Document Review and CITI Human Subjects Refresher Training must be completed every three years.*  DOE Document Review Completion Date:  CITI Refresher Training Completion Date: |
| Name:  Signature:  Date: | |
| **Provide a signed copy of this document and training certificates to the IRB to load in the IRB Electronic System.** | |
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| **DOE Document Review (Initial and Refresher Training)** DOE requires that each of the below documents be reviewed by all individuals involved in the oversight or conduct of human subjects research. Please contact your IRB Manager/Administrator or access the [IRB system](https://irb.energy.gov/) library for a copy of these documents. |
| HRP-101-GENERAL-DOE Human Subjects Protection Program Plan |
| HRP-103-GENERAL-DOE Investigator Manual |
| DOE-specific requirements outlined in:   1. 10 CFR Part 745 2. DOE Order 443.1C, *Protection of Human Research Subjects* |
| **CITI Initial and Refresher Training** Training on protecting human subjects in research is provided through Collaborative Institutional Training Initiative (CITI). Please contact your IRB Manager/Administrator for more detail on the required and optional CITI modules. |