COUNES CONNECT Human Subjects Training Compliance Tracking

Use the Research Team tab in your protocol to manage Human Subjects Training requirements for personnel charged to sponsored project funding sources.

As the Principal Investigator or Faculty Sponsor of an active human subjects' study, it is your responsibility to ensure that all study personnel have valid Human Subjects Protection Training and other applicable trainings required by the study sponsor throughout their engagement in the research.

90	PI:	IRB Admin :	Active - Open	to Enrollment
Protocol 🏶 General 😧 Add	itional Forms 🗬 Study Details 🔗 Attac	hments 🎤 Permissions 🖶 Research Team	D History Certification	
Personnel Information 1				
Training Status Qualification: 1	X Person Role: Principal Investigator Study Role: Email: neville@mit.edu 01	Title: Professor Obtained Consent: X ffice Phone Number: 617-253-2277 Affiliati	on: Unit: Mechanical Engineering	Ø View
lesearch Team				
6				
This section displays all the avance directly involved in human subjutaining requirement for each individual investigator must rechanges made to this section.	vard personnel with salary charged to accou iects research to complete Human Subjects idual. view and approve all changes to the Researc	nts linked to your protocol research but NOT liste Protection Training. Please click here for more in In Team tab. Others managing the tab on behalf o	d as protocol personnel on this COUHES protoco formation on who must complete training. Pleas f the Principal Investigator are responsible for er	nl. MIT requires all personnel who e review this list and update the nsuring the PI has approved any
This section displays all the an are directly involved in human subj training requirement for each indiv The Principal Investigator must re- changes made to this section. Person Name	vard personnel with salary charged to accou iects research to complete Human Subjects idual. view and approve all changes to the Researc Training Status	ints linked to your protocol research but NOT liste Protection Training. Please click here for more in th Team tab. Others managing the tab on behalf o Account Number	d as protocol personnel on this COUHES protoco formation on who must complete training. Pleas I the Principal Investigator are responsible for er Training Required	of. MIT requires all personnel who e review this list and update the nsuring the PI has approved any Actions

Research Team Tab components:

Section 1: Personnel Information – populates with study personnel added in this protocol. Training status is managed in the protocol or exempt file.

Section 2: **Research Team** – population relies on the relationship between **Connect protocols**, **KC Sponsored Award** Compliance data, **HR Payroll data** for Personnel charged to Sponsored Awards, and **Human Subjects Training** status for those persons recorded in KC. (*Excludes members already listed in the Personnel Information section*.)

- Active Protocol or Exempt File includes a sponsored award as a funding source.
- Active Sponsored Award includes a Protocol and/or Exempt File compliance record.
- Personnel payroll expense charge to a sponsored project with compliance responsibility.
- Human Subjects Training status verification of personnel added to the study's Research Team.

Person Name	Payroll personnel charged to sponsored award funding source but not listed as protocol study personnel.					
Training Status	Training status is complete if:					
(green check or red X)	 Person has a completed and un-expired basic training (e.g.: CITI-Social & Behavioral Research Investigators, CITI-Biomedical Research Investigators). 					
	• If basic training expired, there must be an unexpired Refresher Training (e.g.: CITI REFRESHER-					
	Biomedical Research Investigators, CITI REFRESHER-Social & Behavioral Research Investigators) to					
	denote training complete.					
	• Training is not valid/compete if a person has <i>only</i> a refresher training (no valid basic training listed).					
Account Number:	Click hyperlink to open KC Sponsored Award details window: displays KC Award ID, Title, PI, Sponsor, Lead					
	Unit, Award Status, and hyperlink to open Award in KC application.					
Training Required/Not	Defaults to Yes (training required), click toggle to No presents requires explanation window.					
Required (toggle)	Explanation field to explain why training not required.					
	History of Changes to training requirement for each person recording Last updated user ID and					
	timestamp.					
Action options:	View Training Requirement comment and history of changes.					
	View Person Details: full name, title, email, contact address, Training record (description and					
	expiration).					

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Manage Training Not Required:

- 1. Open your protocol and navigate to the Research Team tab
- 2. Review the list of personnel, their training status, and the sponsored award/funding source.
- Click the Award Number hyperlink to review details of that award.

Person Name	Training Status	Account Number	Training Required		Actions	
Milliong, Land Dava	×	9810	Yes		•	
Scheeringer, Taghter Tarlee	~	9810	Click hyperl	ink to view av	vard details	
	Award Details #					×
	Award : 00001 Sponsor : 000500-NSF	Title : Lead Unit :	19 Property (1977) 10	Principal Investigator : Award Status : Active	Open 🜌	
					Close	2

• Click the 'eye' icon in the Actions column to review the person's training record.

Acti	ions	Person Details X				
		Basic Name: Unit: External Country: Postal Code: Training- Not Cor	npleted	Email: laniemck@mit.edu Address: 77 Massachusetts Ave. Office Location:	Title: City: Office Phone Number:	
Click the " Yes " Toggle open enter the manda "Comment" window & explain why this perso does not require traini Click " save " & close t window. The row refreshes to "No" unde Training Required:	to atory k on ing; he Training er	ning Required	Training Requirement Training Required Provide a brief dess subject training. The Pr behalf of the Principal I Comment * Comments History of Changes	for No stiption for your selection and why the selected i incipal Investigator must approve all changes to nvestigator are responsible for ensuring the PI h	tinvestigator is or is not required to complete human the Research Team tab. Others managing the tab on has reviewed and approved the change.	
					Close	

Person Name	Training Status	Account Number	Training Required	Actions
Benas, Michael	×	694	No	•
Refracelogally, West	×	694	Yes	•