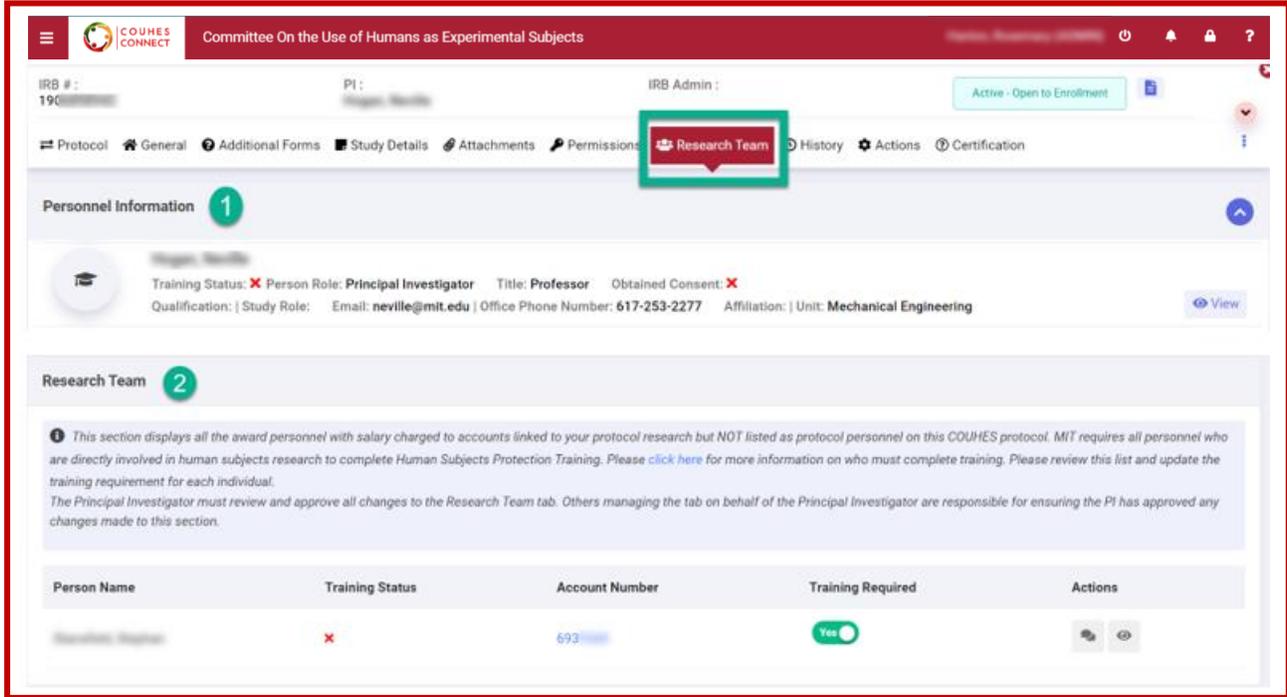


Human Subjects Training Compliance Tracking

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.



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 (green check or red X)	Training status is complete if: <ul style="list-style-type: none"> • 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/complete 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 Required (toggle)	Defaults to Yes (training required), click toggle to No presents requires explanation window. <ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • View Training Requirement comment and history of changes. • View Person Details: full name, title, email, contact address, Training record (description and expiration).

Human Subjects Training Compliance Tracking

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
[Redacted]	✗	9810	<input checked="" type="checkbox"/> Yes	[Chat] [Eye]
[Redacted]	✓	9810		

Click hyperlink to view award details

Award Details # [Redacted]

Award : [Redacted] 00001	Title : [Redacted]	Principal Investigator : [Redacted]
Sponsor : 000500-NSF	Lead Unit : [Redacted]	Award Status : Active Open

[Close](#)

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



Person Details

Basic

Name: [Redacted]	Email: laniemck@mit.edu	Title:
Unit: External	Address: 77 Massachusetts Ave.	City:
Country:	Office Location:	Office Phone Number:
Postal Code:		

Training- Not Completed

- Click the **"Yes"** Toggle to open enter the mandatory **"Comment"** window & explain why this person does not require training;

Training Required

Yes

- Click **"save"** & close the window. The row refreshes to **"No"** under Training Required:

Training Required

No

Training Requirement for [Redacted]

Training Required No

Provide a brief description for your selection and why the selected investigator is or is not required to complete human subject training. The Principal Investigator must approve all changes to the Research Team tab. Others managing the tab on behalf of the Principal Investigator are responsible for ensuring the PI has reviewed and approved the change.

Comment *

Comments

History of Changes

[Close](#) [Save](#)

Person Name	Training Status	Account Number	Training Required	Actions
[Redacted]	✗	694	<input type="checkbox"/> No	[Chat] [Eye]
[Redacted]	✗	694	<input checked="" type="checkbox"/> Yes	[Chat] [Eye]