



## Training Requirements for Researchers

The Department of Health and Human Services (DHHS) requires that all researchers working with human subjects complete a training module on the protection of human research participants. All individuals identified as “key personnel” in any research project involving human subjects must provide evidence of training in the protection of human research participants. DHHS has defined “key personnel” to include all individuals responsible for the design and conduct of the study. This would include not only project directors, but also individuals responsible for the collection and analysis of data, consultants and foreign subcontractors. In order for CUNY to be in compliance with our legal assurance to DHHS, **all Lehman College investigators and “key personnel”, regardless of the research project sponsor, must satisfy this new requirement.**

You may satisfy the education requirement by completing an online course, which takes about an hour. You do not have to complete the entire training in one sitting. To access the online course:

1. Go to the Office of Grants and Contracts web site, [www.lehman.cuny.edu/grants](http://www.lehman.cuny.edu/grants)
2. Click on **Guidelines for the Protection of Human Subjects**
3. Click on **Computer Based Training Requirements for Researchers**

Simply follow the directions after that. If you do not have access to a computer to run the training program, you may use a computer at the Office of Grants and Contracts. Please call x.8107 to set up an appointment.

Upon completion of the online program, you will be able to obtain a Certificate of Completion. Please send a copy of the certificate to the Lehman College IRB, Office of Grants and Contracts, Shuster Hall, Room 303 with your Application for Approval to Use Human Subjects in Research. Principal investigators should also indicate on the Application the names of all other personnel who will be working on the project.

No new or continuing projects will be approved by the Lehman College IRB unless the PI, key personnel, and advisor (if applicable) have completed the education requirement.