**VDSS IRB Submission: Research Personnel Form**

The Principal Investigator (PI) is responsible for ensuring that all research personnel have received human research protection (HRP) training and that their training is current (i.e., not expired) during the study approval period.\*

For each member of the research project team, please enter their name, email address, project role (e.g., co-Investigator, Coordinator, Data Manager, Statistician), and information about their participation in human research protection (HRP) training. If the personnel started HRP training but has not completed the training, enter “Started” under Completion Date. Enter an Expiration Date, if known. **Complete this form and attach it with your IRB submission. The PI must almost submit evidence of training completion (e.g., copy of certificate of completion) for each person listed below. The PI may update this form at any point during the project approval period.**

**IRB Project Title:** Click or tap here to enter text.

**Date Submitted/Updated:** Click or tap to enter a date.

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| **Project Role** | **Full Name** | **Email Address** | **HRP Training Source (e.g., CITI, OHRP, Webinar or Meeting)\*\*** | **Completion Date (mm/dd/yyyy)** | **Expiration Date (mm/dd/yyyy)** |
| Principal Investigator |  |  |  |  |  |
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\*If you or your project staff need HRP training that is not available at your host institution, the VDSS IRB offers free (no-cost) access to training through our CITI (Collaborative Institutional Training Initiative) account. Please contact the VDSS IRB ([irb@dss.virginia.gov](mailto:irb@dss.virginia.gov)) for more information.

\*\* If the training was received through the VDSS IRB’s CITI account, enter “CITI-VDSS” so that we can verify your training credentials.