DATE: January 31, 2013

TO: Deans, Directors and Department Chairs

FROM: Daniel R. Wilson, MD, PhD
Dean, College of Medicine Jacksonville

SUBJECT: Mandatory Human Subject Researcher Training

The University of Florida has determined that training in Human Subjects Protection will be required in order to conduct research involving human subjects.

Effective July 1, 2013, the IRB education requirements must be met in order for a protocol to be reviewed by IRB-03 (Health Center IRB - Jacksonville). This includes all investigators, sub-investigators, research coordinators and any other study staff involved in the conduct of a human subject research study (i.e.: those listed in Addendum A).

The following chart outlines the required training to conduct human subject research; the items in RED are the new requirements. The NIH Extramural Education is already required if you obtain NIH funding.

All requirements are available to complete now, but again, it will be mandatory for you to have completed them by July 1, 2013.

<table>
<thead>
<tr>
<th>Affiliation of Investigator</th>
<th>Mandatory Education Requirements</th>
<th>How Often</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF or Shands</td>
<td>HIPAA for Researchers (1 hr): Privacy Office Requirement</td>
<td>Yearly</td>
</tr>
<tr>
<td></td>
<td>NIH Extramural Education (2hrs) or the following CITI modules (Basic IRB Regulations, Informed Consent, History/Ethical Principles)</td>
<td>Every 3 Years</td>
</tr>
</tbody>
</table>

### Required Training

1. **HIPAA for Research**: complete in [http://my.UFL.edu](http://my.UFL.edu)
   
   _Click here for instructions on how to navigate myUFL to the HIPAA for Research training._

2. **One of the following:**
   
   **CITI** – follow instructions below and select **Group 1: IRB-01 Mandatory Training Under Question 2, Human Subjects Research**
   
   Go to: [https://my.ufl.edu/](https://my.ufl.edu/) (see instructions on the next page)
   
   **OR**
   
   **NIH Extramural Training**
   
   Visit the link given below to complete the training. After completing the training, email a copy of the certificate issued by NIH Training Portal to ufirb-l@lists.ufl.edu and [Belinda.carlton@jax.ufl.edu](mailto:Belinda.carlton@jax.ufl.edu)

Click here to login

Enter your Gatorlink username and password.
I am providing my consent and acknowledgement that the training vendor (CITI) for this research training activity will store my UFID and information related to this training at their non-University of Florida computing site. This is necessary for the vendor (CITI) to track the courses I have taken.

Agree & Continue to CITI

Close Window