To: Faculty Conducting Human Subject Research  
Deans and Department Chairs

From: Robert Bernhard, Vice President for Research

Date: April 22, 2009

Re: Education Program for University of Notre Dame Human Subjects Research

An essential part of having an outstanding research program at the University of Notre Dame is a commitment to ensure that all individuals responsible for the design and conduct of a research study involving human subjects receive adequate education on the protection of the human subjects involved in research projects. Thus, we have developed an improved education program about human subject research. The program is available now and will be required starting July 1, 2009.

After an extensive review of other programs, the Office of the Vice President for Research and the Institutional Review Board (IRB) has identified an on-line training program that we believe is both comprehensive and adaptive to the needs of researchers on the Notre Dame campus. This program covers education on all aspects of human subject research, including research with children and other vulnerable populations. The new program may be accessed at the OVPR website [http://www.nd.edu/~research/compliance/traininghuman.htm](http://www.nd.edu/~research/compliance/traininghuman.htm). Users will be asked to select their program path (Biomedical Science, Social Behavioral, or Undergraduate Student) on the registration page and will then be directed to the modules appropriate for their path. The education program consists of an initial overview module and various specialty modules. Based upon protocol submission, the IRB will require certain of the specialty modules specifically targeted to the research being conducted. These modules will be identified by the IRB during protocol submission.

Principal Investigators and key personnel must submit the completed Human Studies Education internal certification letter to the Office of Research. The education completion dates must be certified before an award is established or research is conducted.

Investigators will only be required to complete initial human subject’s education once. After five years investigators who have completed their initial human subject’s education will be required to take refresher modules when they submit a new protocol or protocol renewal to the IRB. The IRB may require additional modules that are specifically targeted to the research being conducted as new protocols are submitted.

We appreciate your cooperation and proactive approach to compliance. If you have any questions please contact Tracey L. Poston, PhD, Director of Research Compliance at 631-1461 ortposton@nd.edu.