

## **Standard Operating Procedure 303 - Researcher Ethics Training for External Researchers**

**Scope:** The following procedure describes the requirements for researcher ethics training for external researchers (i.e., researchers who are not SUU affiliates). All proposals to conduct human subject research must be accompanied by appropriate researcher ethics training. This requirement must be satisfied by/for external researchers as well, though the specific CITI training completed by these researchers may be different.

**Relevant Regulations:** SUU IRB Policy [6.20](#)

**Related Procedures:** n/a

### **1. Background**

- a. Southern Utah University recognizes that universities differ in their requirements for researcher ethics training.
- b. Some universities may also use the CITI Program's trainings for researcher ethics training. However, these institutions may mandate different trainings that may or may not include training modules required by Southern Utah University.
- c. Other universities may utilize training programs other than the CITI Program's trainings.

### **2. Submission Requirements for External Researchers**

- a. All external researchers listed on the IRB Proposal Form must provide valid evidence of completion of researcher ethics training, as outlined below in 2b. Proposals will not be approved unless all listed investigators have submitted valid evidence of researcher ethics training.
- b. Required Documents to Submit with IRB Proposals
  - i. External Researchers Whose Institutions Utilize the CITI Program
    1. CITI Program Training Certificate, **AND**
    2. CITI Program Score Report
  - ii. External Researchers Whose Institutions Do Not Utilize the CITI Program

1. External researchers whose institutions do not utilize the CITI Program should submit documents that clearly indicate the completion of a researcher ethics training program or course.
  2. External researchers should also submit documentation that identifies the specific courses or trainings the researcher had to complete in order to complete the institution's researcher ethics program.
- c. Passing Score
- i. Since institutions may use different trainings and programs, a universal passing score cannot be identified.
  - ii. Documentation submitted by external researchers should clearly indicate that trainings and/or programs have been successfully completed per the institution's or program's requirements.
- d. Expiration
- i. Since institutions may use different researcher training programs, a universal period of validity and expiration cannot be identified.
  - ii. Documentation submitted by external researchers must clearly indicate that completed training and/or programs are valid during the duration of the study.

### **3. Evaluation by Southern Utah University Institutional Review Board**

- a. All documents related to researcher ethics training submitted by external researchers will be reviewed by the SUU Institutional Review Board chair or the chair's designee.
- b. The chair or designee will evaluate and decide whether the submitted documents offer indication of external researchers' basic knowledge of research ethics.
- c. In the case that an external researcher's researcher ethics training is deemed insufficient, the SUU Institutional Review Board will direct the external researcher to complete the appropriate CITI Program trainings for the external researcher's role (i.e., undergraduate/graduate student, education graduate student, faculty/staff member).