As defined by the National Institutes of Health (NIH), key research personnel must be included on the list and have current CITI training (within the past 3 years) before they may conduct any activities related to the human research.

Key research personnel include the Principal Investigator (PI), Co-Principal Investigator (Co-PI), Co-Investigator(s) and research personnel who are directly involved in conducting research with the study participants or who are directly involved in using study participants’ identifiable private information during the course of the research. Key research personnel also include faculty sponsors/advisors who provide direct oversight to graduate students serving as PI on the IRB application.

Some individuals may act as “gatekeepers” to data and/or participants but they are not active in the data collection or analysis. For example, an individual manages an email contact list and sends an email for the researcher to advertise a study but does not obtain consent from participants or collect their data. Managing the email list and giving permission to the researcher to contact the potential participants does not make this individual a part of the research team. In most cases, gatekeepers are not part of the research team and therefore are not required to be listed on the protocol or complete CITI training.

|  |  |
| --- | --- |
| **Title of Research Project**  **(if funded, provide exact title of funded project)** |  |

**PRINCIPAL INVESTIGATOR**

|  |
| --- |
|  |

**Name College Department/External Institution or Agency**

|  |
| --- |
|  |

**Email Address Phone Extension/Number**

**OTHER KEY RESEARCH PERSONNEL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Research Role** | **Consenting Individuals** | **Accessing Participant Private Identifiable Information (PII)** | **CITI Training Date** |
|  |  | **YES**  **NO** | **YES**  **NO** |  |
|  |  | **YES**  **NO** | **YES**  **NO** |  |
|  |  | **YES**  **NO** | **YES**  **NO** |  |
|  |  | **YES**  **NO** | **YES**  **NO** |  |
|  |  | **YES**  **NO** | **YES**  **NO** |  |
|  |  | **YES**  **NO** | **YES**  **NO** |  |
|  |  | **YES**  **NO** | **YES**  **NO** |  |
|  |  | **YES**  **NO** | **YES**  **NO** |  |
|  |  | **YES**  **NO** | **YES**  **NO** |  |

***Please add additional rows as needed. (Copy and Insert as New Row)***

Research Roles: Co-PI, Co-I, Alternate Contact, Research Assistant, Research Coordinator, Faculty Advisor, or Other.