
MEMORANDUM

Date: Monday, June 1, 2020

To: Associate Deans (Research), Research Chairs, Research Officers **From:**
Grace Kelly, Manager, Research Compliance Programs and Education

Subject: Mandatory training for human research

HIGHLIGHTS

- Western Research is phasing in mandatory human research ethics training for all study team members
- There are various options for completing this mandatory training, taking approximately three hours to complete.
- Visit [the Human Research Ethics workshops and seminars page](#).

Dear Colleagues,

Following campus-wide consultations, Western Research will be implementing mandatory human research ethics training for **all** study team members, including faculty, librarians, archivists, students, postdoctoral scholars and staff, beginning on the following dates:

- All students (including undergraduate, Master's, PhD, other) listed on new research projects submitted for review after October 1, 2020 must have completed training
- All faculty, librarians, archivists, postdoctoral scholars and staff on new research projects submitted for review after January 1, 2021 must have completed training
- All students, faculty, librarians, archivists, postdoctoral scholars and staff on existing research projects will need to confirm completion of training at the time of the submission of their Continuing Ethics Review (CER) between January 1, 2021 and December 31, 2021.

Training must be completed and acknowledged by the Manager, Research Compliance Programs and Education prior to starting any study-related activities.

Training Methods

Training can be completed in a variety of ways:

- Tri-Council Policy Statement 2: Course on Research Ethics (CORE
- tutorial) Collaborative Institutional Training Initiative (CITI)
- Completed at another university/institution*

**Training completed at another university/institution may be considered and is at the discretion of the [Manager, Research Compliance Programs and Education](#).*

To access training and information about uploading certificates, visit [the Human Research Ethics workshops and seminar page](#).

This **training requirement** will take approximately three hours to complete, but can vary depending on the method of training you use.

Please **do not** send your certificate of training via email, this should be uploaded in OWL as per the instructions in the links above. The Principal Investigator must also maintain a copy of the certificate for all study members as spot checks may be performed.

If you have any questions or concerns, please reach out to [Grace Kelly](#), Manager, Research Compliance Programs and Education, 519-661-2111 x 84692.

NOTE: Ethics training (TCPS2 CORE tutorial) is currently mandatory for all hospital-based researchers conducting clinical research as per hospital policies. Those who have completed their training through the hospital will not have to repeat training for this initiative, but will need to upload their certificate as per the instructions in the link above.

Regards,

Grace Kelly,
Manager, Research Compliance Programs and Education