

NIH Required Education in the Protection of Human Subject Participants

Beginning October 1, 2000 for all NIH projects involving human subjects:

- 1) Before an award of FY2001 funds will be made on new, competing and non-competing proposals (submitted prior to 10/01/00) investigators must provide a description of the education completed in the protection of human subjects for each individual identified as "key personnel". The request for this documentation will come from NIH, in accordance with just-in-time procedures, and we should respond in the form of a letter. This letter should include the following information; 1) names of the key personnel who are responsible for the design and conduct of the study, 2) the title of the education program completed by each named personnel and, 3) a one sentence description of the program. This letter will be signed by the PI and an institutional official.
- 2) For non-competing continuations submitted after October 1, 2000, the description of such education, as described in #1 above, must be included in the annual progress report.

Clarifications:

- "Key Personnel" includes all subcontractors (including foreign) personnel and consultants that are listed on page BB, and applies to all "key personnel" whether or not they receive compensation from the award.
- For multi-component awards, a separate letter must be provided to the NIH on a project-by-project basis.
- This information only needs to be reported once for each grant or contract; i.e., if submitted prior to the first year of a five year award, it does not need to be submitted again, until it goes for a competing renewal.
- For new personnel added during the year of a project, documentation of their education must be submitted in the next progress report in the non-competing continuation package.

UNMHSC Internal Procedures

For the letter/proposal to be approved and signed by the Institutional official, certificates of each person's completion of education must be submitted to the Pre-Award Office (PAO) with the letter/proposal. The NIH notice announcing this requirement is notice #OD-00-039. If you have questions, please contact one of the employees in the Pre-Award Office, they will be happy to answer your questions.