

# Required IBC Training Program

The following individuals should be listed as key personnel on IBC protocols (this also includes IBC applications created from IACUC applications in a-tunes):

- Individuals who are designated as the Principal Investigator
- Persons who are performing research-related procedures (this includes all individuals involved with a study, including dishwashers, individuals recording observational data, individuals exercising animals, etc.)
- Individuals who are providing instruction using biohazards, including teaching assistants

**All key personnel** must be listed on IBC applications and must complete the following web-based training:

- NIH Guidelines via [Workday](#)
- Laboratory Safety: Core Concepts via [Workday](#)
- Biological Risk Assessment for Researchers via [Workday](#)

Key personnel must update the trainings listed above **every three years**. Investigators must continue to provide training on specific laboratory procedures. This training must be documented and should be maintained in a training file for instruction and audit purposes. This template may be used to document [site-specific training](#).

The Workday NIH Guidelines also contain training pertaining to **Dual Use Research of Concern (DURC)**, and therefore additional training will not be needed for DURC research. Individuals performing DURC research will need to complete training required of all registered users of select agents.

For **IBC protocols that are exempt from the NIH Guidelines and University policy**, the training listed above is required for PIs but is not required for personnel working on the study. However, PIs should inform individuals working on exempt studies of the trainings listed above and individuals should be encouraged to complete the training.

All **animal caretakers employed by Laboratory Animal Resources (LAR)** are required to complete the three trainings listed above. They will not be required to be listed on the IBC application, but training for LAR caretakers will be verified in the Office of Research Ethics IBC Office or by LAR.

IBC training must be completed prior to protocol submission to the IBC office. IBC training can be confirmed in a-tune by checking out the document and clicking "Refresh" on the General Training tab. This training must be up to date for new applications, annual reviews, and amendments prior to review by the committee.