May 2025

Tip of the Month

Documentation of Protocol Training

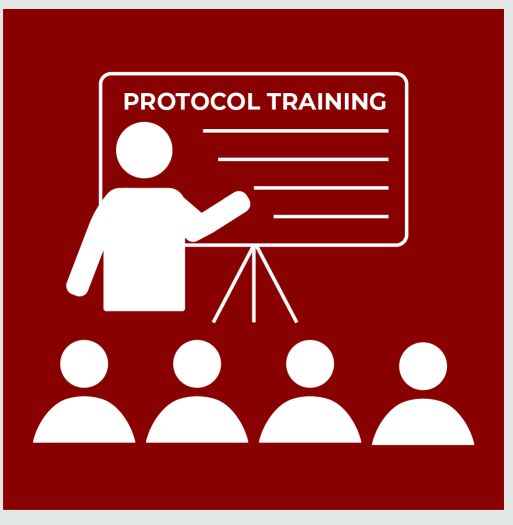
Prior to any research-related procedures being initiated, initial protocol-specific training must be completed and documented for all research personnel listed on the Delegation of Authority (DOA).

Initial protocol-specific training will either be conducted by the Sponsor or Principal Investigator (PI), dependent on the research trial. Subsequent training for research personnel must be conducted by the PI, sub-investigator, clinical research coordinator or other appropriate research personnel who were in attendance at the initial protocol-specific training, or has otherwise been previously trained.

Protocol amendments may require additional training depending on the scope and nature of the changes.

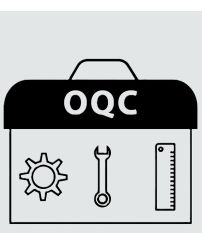
Re-training of research personnel should occur if the protocol is amended with operational aspects that affect study procedures such as:

- Eligibility criteria
- Treatment parameters
- Changes to cohorts or study arms
- Safety or efficacy assessments
- Data collection and reporting



Training Log Template

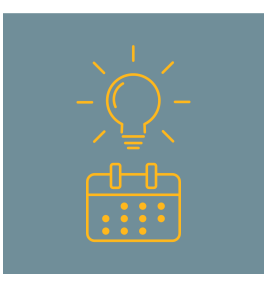
UUSOP-03: Protocol Training



OQC Toolkit

Explore templates used to assist research teams with conducting, tracking and/or monitoring research activities. Templates are available for research teams to download and adapt for their own use.

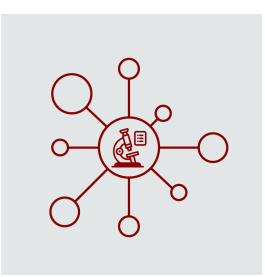
OQC TOOLKIT



Tip of the Month Archive

Explore previous research compliance reminders and information.

SUBSCRIBE TO TIP OF THE MONTH



Research Quality Compliance Network

A network for the research community within the University. Quarterly events are held on compliance and research related topics.

JOIN THE RQCN NETWORK

Contact Us

OQC@utah.edu

OQC WEBSITE

This email was sent by: **Office of the Vice President for Research**
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