


# Institutional Review Board Research Ethics Training Instructional Sheet

We are pleased to announce the availability of a Research Ethics Training Curriculum. If you are planning, conducting or working on a research project or analyzing data from a research project, you must complete Research Ethics Training per the requirements of the CDPH Institutional Review Board (IRB). The training curriculum was developed by Family Health International (FHI) and has been approved for compliance by the CDC's Office of Scientific Integrity's Human Research Protection Office (HRPO). There is **NO COST**

The training is available at <https://www.fhi360.org/sites/all/libraries/webpages/fhi-retc2/RETCTraditional/slide1.html>.  
The training should take no more than 4 hours in total.



**Research Ethics Training Curriculum, Second Edition**

Overview This curriculum consists of six main sections, each focusing on a core area related to research ethics. In addition, it provides case studies, evaluations, references, and copies of key documents.

[www.fhi360.org](http://www.fhi360.org)

**Please note:** If a CDPH Staff, Your computer will need to be flash-enabled to launch the exam module. If you have issues, please contact [Christine.Valderrama@cityofchicago.org](mailto:Christine.Valderrama@cityofchicago.org) for assistance.

I. This curriculum consists of six main sections, each focusing on a core area related to research ethics. In addition, it provides case studies, evaluations, references, and copies of key documents. The core areas are:

- The Principles of Research Ethics
- The Development of Contemporary Research Ethics
- Informed Consent
- Responsibilities of Research Ethics Committees
- Responsibilities of Sponsors and Researchers
- Community Participation in the Research Process

II. Once completed all sections and case studies, you may proceed to the Post -Test of which you will receive a score:

- If you score *lower than 80%*, you will continue to the beginning of the post-test to start again. Before you restart, you may review your answers;
- If you score *higher than 80%*, you will be allowed to continue and complete the curriculum evaluation form.

IV. Everyone that successfully completes the RETC is eligible to receive a Certificate of Completion from FHI's Office of International Research Ethics (OIRE).

- Submit your completed curriculum evaluation form via email to [RETC@fhi360.org](mailto:RETC@fhi360.org), and FHI will immediately issue an electronic copy of the certificate to which you will add your name and date of completion.
- If a CDPH Staff, Please print a copy of your certificate for your records and email or submit a copy to the IRB Staff Assistant, James Esparza, at [James.esparza@cityofchicago.org](mailto:James.esparza@cityofchicago.org).

\*\*Your training certification will be good for 3 years.\*\*

Good Luck!