

## Appendix 1

### **COMMUNITY PARTNER RESEARCH ETHICS TRAINING AND CERTIFICATION DESCRIPTION**

1. Pledge Statement
  - Purpose – To provide assurance that the person completing the training is indeed who they say they are and so the correct person gets certified for completing the module
2. Training Eligibility
  - Purpose – To ensure community partners are utilizing the training appropriately and not using this as a substitute for University requirements for the CITI research ethics training.
3. PowerPoint Training Presentation
  - Purpose – The educational content of the training is comprised of the following:
    - Introduction to Research & the Purpose of Research
    - Case Scenarios Connecting the History & Development of Research Ethic Principles
    - IRB & Federal regulations for Research and Protection of Human Subjects
    - Definitions and Rules of Research Conduct
    - How to Apply Various Aspects of Research Ethics and Conduct when Working with Human Subjects (i.e., Individuals Participating in a Research Study)
  
  - The presenter must adapt the case scenarios and slide topics as needed to relate specifically to the research study at hand. This general PowerPoint allows flexibility to become an interactive group session with questions and discussions about the topics and role plays with the case scenarios.
4. Confidentiality Agreement
  - Purpose – To have the trainee confirm that they have read, understand and agree to maintain confidentiality when it comes to research and human subjects.
  
  - The presenter reinforces the meaning of Confidentiality and its importance to research. Together as a group the agreement can be reviewed and signed.
5. Feedback & Evaluation
  - Purpose – To receive feedback from the participants about the training and its use for enhancing their understanding of research ethics.
  
  - The presenter provides feedback form for the participants to complete and fill out and submit to the Community PARTners.

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6. Community Individual Investigator Agreement
  - Purpose – Use as an example of the official documentation from our University of Pittsburgh, Institutional Review Board, which is processed and signed by the IRB administrators to complete IRB approval of all participants' who have completed the Community Partners Research Ethics Training.
  - The presenter can use this example if they are interested in further pursuing institutional approval of using this training with community partners.
7. Glossary
  - Purpose – To provide a general list of terms used regarding research and human subjects. This is a list that can and should be updated to reflect the structure, language and culture of each specific research initiative.
  - The presenter can adapt the terms and definitions specific to the research study being discussed.
8. Certificate of Completion
  - Purpose – To provide personalized certificate of completion to each trainee who completes the training and allows acknowledgement to their organization or agency that they have completed this research ethics training.
  - The presenter can customize certification form as needed.