

Human Research Training Website User Guide

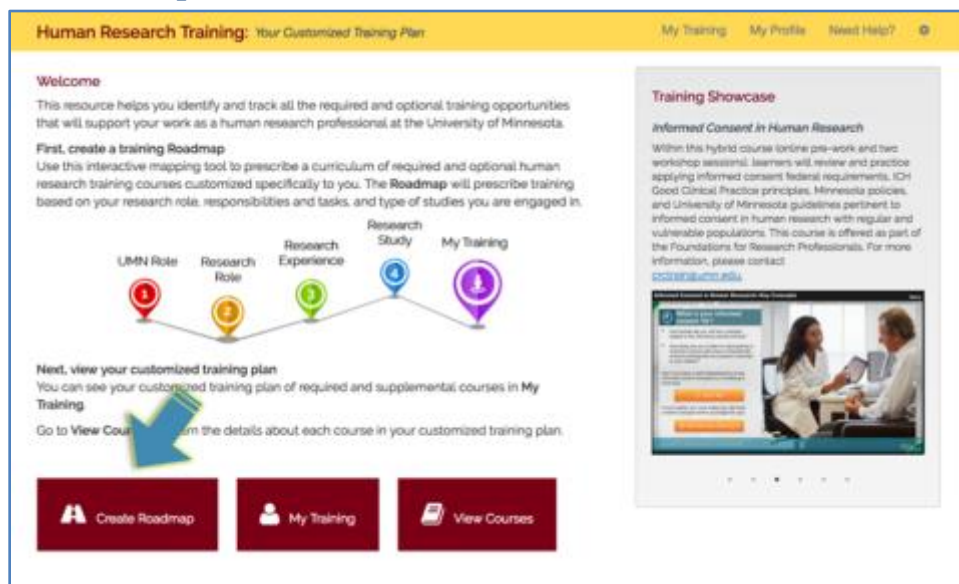
What's the purpose of this website?

If you're a **research professional, faculty member, or student** engaged in human research at the University of Minnesota, you can use this tool to develop and track your required and optional research training and professional development opportunities. Use this website as a resource to determine what training you must complete to comply with the requirements of the human research studies you are involved in. Select optional courses that are recommended to you. And, use this tool to track changes in your research role, to maintain records of immunizations and credentials, and to access your entire UMN training history.

If you're a **manager or supervisor**, this website provides confidential oversight that your clinical research staff are maintaining their applicable training and credentials.

Getting Started: Create Roadmap

From the **Home page**, click the button, **Create Roadmap**. Create your Roadmap by answering a series of questions about your UMN role, your research role, your research experience, and the research studies you are involved in. Click **Submit** to complete your new training Roadmap and arrive at your customized curriculum plan: **My Training**.



Important Note: If you need help answering the questions in the Roadmap or understanding terms or acronyms, contact your supervisor for assistance.

My Training

This page lists courses that are **required** and **supplemental** (optional) for you based on your responses to the training Roadmap questions. If you have multiple research roles (for example, PI and Student, or Research Coordinator and Student), you are asked to create a training Roadmap for each of your primary research roles.

The screenshot displays the 'My Training' interface. It is divided into two main sections: 'Required Training' and 'Supplemental Training'.
Required Training: This section lists courses based on the user's Roadmap responses. It includes a table with columns for 'Course Number' and 'Course URL'. A callout box points to the 'Course Number' column, stating: 'Click for explanation of why this course is required or recommended.' Another callout box points to a green checkmark icon in the 'Course URL' column, stating: 'University records indicate you have already completed this course.' Below the table, it says 'You have completed 1 of 6 required courses.'
Supplemental Training: This section lists optional training courses. A callout box points to a yellow square icon in the 'Course URL' column, stating: 'This indicates courses that do not have a formal completion date that is reported to University databases.'

Creating New and Editing Existing Roadmaps

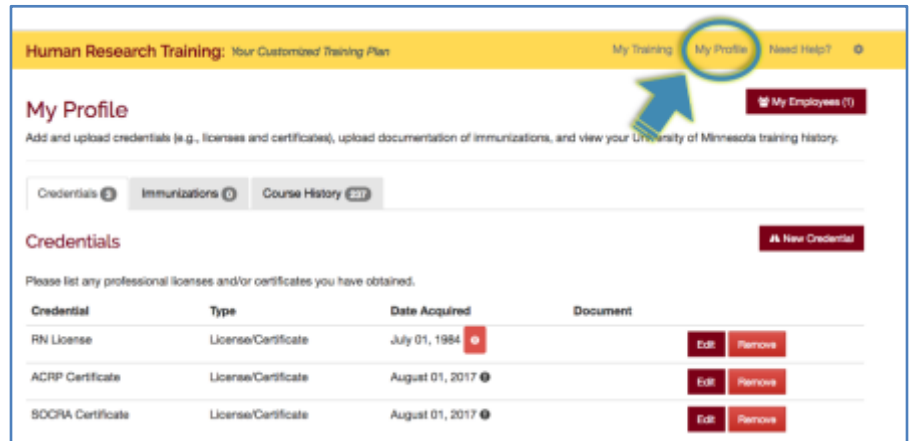
The screenshot shows a 'Filter by Roadmap' dropdown menu with 'All Roadmaps' selected. To the right of the dropdown is a red button labeled 'Manage Roadmaps' with a gear icon. A blue arrow points from the 'Manage Roadmaps' button towards the right.

Click **Manage Roadmaps** to create a new Roadmap or to edit an existing one. **Create a new Roadmap** if you have a new role in a human research study. **Edit an existing Roadmap** if your research tasks have changed, or if the types of studies you work on have changed (for example, a different funding agency, higher level of risk study, or vulnerable participant population).

If you have multiple Roadmaps, you will likely want to filter your Roadmap by using “All Roadmaps” to the left of the “Manage Roadmaps” button. Because different research roles may be associated with different training requirements, you want to ensure that you are aware of all training required for all of your research roles.

My Profile

Use your Profile page as a repository to document all your research credentials and immunizations. (Doing so will also enable your supervisor to view your current training and credentials.) Refer to your Profile to continuously update your credentials and immunizations. Click **Course History** to view all your University of Minnesota training records.



Uploading Credentials and Immunizations

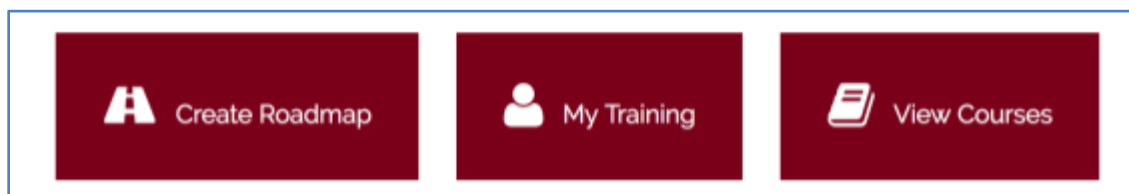
To upload a new credential or immunization on the My Profile page, click **New Credential** or **New Immunization**, and select from the list, if available. Enter the date it was achieved. This will automatically calculate the expiration date. When one of your credentials or immunizations approaches the expiration date, you will see a red icon indicating the expiration date.

Click the red exclamation box to see the date a credential has expired. Click the grey exclamation box to see when a credential will expire in the future.



Ongoing Use of the Human Research Training Website

Return to the Home page of the website to access required and supplemental human research training courses and to review your course completion status.



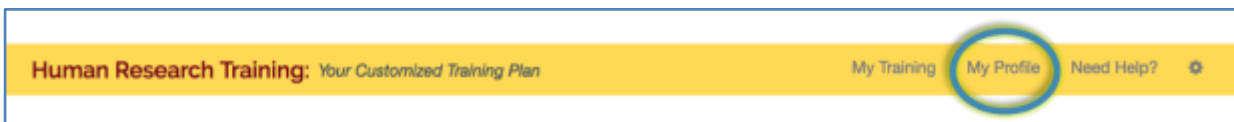
Click **Create Roadmap** to create a new Roadmap whenever you have a new human research role.

Click **My Training** to:

- View the required and supplemental course lists associated with each or all of your training Roadmaps
- Directly access required and supplemental human research training courses prescribed through your training Roadmap(s)
- View the completion status of your required and supplemental courses
- Manage your Roadmaps by editing existing ones and creating new ones if you have a new research role in a study
- Supervisors: View human research training requirements and completion status of your employees.

Click **View Courses** for a list of all University of Minnesota human research training courses. Each course listing contains a brief description; most include a direct link to the course.

Click **My Profile** on the upper navigation bar each time you want to update your credentials or immunizations, or if you want to view all of your completed University of Minnesota training courses.



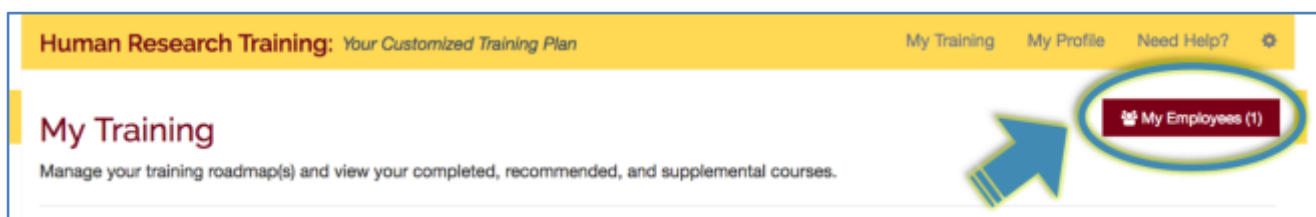
For Supervisors

New Employees

You should assign your new employees to complete a training Roadmap to identify required and supplemental research courses. However, because some terminology, acronyms, and research study information may be new to them, you will likely want to introduce the website and help them complete the Roadmap under your guidance.

View Employee Data

Click **My Employees** to select the name of one of your employees to view their training requirements and course completion status. In some cases, you may wish to complete a Roadmap, edit a Roadmap, and/or add credentials for a new employee.



Question and Answers

Question: When should I create a new training Roadmap?

Answer: Whenever you change your Research Role, for example, from graduate student to PI. You should create a new Roadmap because such changes will likely change your training requirements.

Question: When should I edit an existing Roadmap?

Answer: Edit an existing Roadmap if the tasks you are responsible for on a study change and/or if you are on a different type of study (for example, a study exploring a different type of research question or product, a study supported by a different funder, or a study researching a different population). Such changes may affect the type of training that is required.

Question: In the Roadmap, what is the difference between my University of Minnesota role and my Research role?

Answer: The first questions in the Roadmap (**University Role**) ask you to indicate your employment affiliation with the University. Your **Research Role** specifically refers to the roles and responsibilities you have in human research studies, a role that significantly determines what training is required.

Question: When I'm completing a Roadmap, how do I find my department name?

Answer: Simply begin typing the name of your Department. As you type, you will see department options.

Question: I work in multiple departments. Is it okay on the Roadmap to just choose one?

Answer: Yes. Select the primary department with which you are affiliated.

Question: How do I get back to the Home page?

Answer: Simply click the website title, **Human Research Training: Your Customized Training Plan**, in the upper, gold navigation bar.

Question: On the My Training page, do I need to complete all the Supplemental courses?

Answer: No. Supplemental courses are optional, and have been recommended for you based on your Roadmap(s). Completing Supplemental courses may help further develop skills and enhance your professional development.

*Question: On the My Training page, when I click **View Course** next to one of my Required or Supplemental courses, how do I get back to the Human Research Training website?*

Answer: Clicking View Course on your My Training page takes you to the course or course registration site in a new window or tab. Close that window or select the Human Research Training tab to return to the website.

Question: On the Profile page, what type of 'Credentials' should I document and upload?

Answer: 'Credentials' refers to all of your professional licenses and certificates that are important for you to document and keep updated to demonstrate your qualifications to conduct world class human research.

Question: Where on the site can I upload documentation that I have completed a related course that is not on my Required or Supplemental course lists?

Answer: Although you may complete human research training at the University of Minnesota or at other institutions that are useful to your professional research experience, the Human Research Training website only tracks courses that have been designated and approved by the University's human research enterprise. You are encouraged, however, to maintain documentation of completion of external courses and share that information with your supervisor.

Question: If I don't use the website for a while, will I get an email notification telling me to return to the website and complete my required training courses?

Answer: No, you will not receive a notification. You and your supervisor are responsible for referring to the site as often as needed to ensure that you complete your courses in a timely manner, and to ensure that your credentials and immunizations are up-to-date.