*Identify all personnel (including yourself and/or students) who will be working with any of the materials listed in your protocol. Include any collaborators as well. Indicate the training they have received and their responsibilities under the protocol. For training instructions, see the Biosafety website. Attach* ***all*** *CITI Training Completion Reports for all personnel to this document. Submit this form (and appendices), with the applicable Biosafety Protocol Application to* [*biosafety@uwsp.edu*](mailto:biosafety@uwsp.edu)*. To* ***modify*** *your research personnel for a particular protocol, update this form and submit your request to* [*biosafety@uwsp.edu*](mailto:biosafety@uwsp.edu)*. PI changes require a protocol modification. This form need not be updated each time a student is removed due to graduation/dropping a course; you may update this information when otherwise required to report student additions or other staff changes. Investigators should keep a hard copy of this document with the protocol in their lab for personnel to review and maintain.* ***NOTE:*** *Additional training may be required once the IBC has reviewed your protocol.*

Date:

Project Title(s), list all that apply to this group:

Principal Investigator / Instructor / Staff:

Project Type:  Research  Teaching  Other

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Status**  (student, PI, Co-PI, Collaborator) | **Email** | **Responsibilities/Role in Project** | **Training**  (CITI trainings, BBP, In-person training) | **Date Training was Completed / Renewed** |
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1. List the individual(s) responsible for training all incoming laboratory personnel:

1. Provide years of experience in handling the materials listed in the protocol:

1. How and where is training documented?

1. For Teaching Activities Only: Provide a summary of the training provided to students who will be involved with classroom activities. Include any hands-on training, instructor-based orientation/training, or online learning. Include which classes the students are participating in for these procedures, and any documentation used for in-class training (checklists, forms, etc).

**IBC USE ONLY BELOW THIS LINE**

Reviewed by:

Date:

Comments: