

UNLV

Research Team Member Log

How to Use this Log:

A Principal Investigator (PI) must maintain a log of all research team members past and present. This template is provided as a courtesy tool to researchers who do not already possess their own log. A log of this nature may be subject to inspection by the UNLV ORI-HS and/or IRB upon request.

Key Personnel:

A study’s “Key Personnel” must be listed in the IRB protocol application for review and approval. Key personnel include: the study PI, the Primary Contact (this can be the PI, student researcher, or any other individual requiring edit access to the protocol, such as a research coordinator), and Student Researcher (only list the student if they are conducting the research for *their own* capstone/thesis/dissertation). Any other research team members **do not** need to be added to the IRB protocol application and can simply be documented in this Research Team Member Log.

Research Team Member Requirements:

All UNLV research team members engaged in research under an approved IRB protocol application, including the study PI, must have current [CITI certification](#), which is valid for 3 years according to UNLV requirements. “Engagement” means anyone who either 1) interacts with potential or actual human subjects, OR 2) interacts with a human subject’s private identifiable data. Additional requirements may apply depending on the nature of your research. The study PI is responsible for ensuring that all active research team members meet the minimum training requirements.

Name and UNLV Dept. or Institutional Affiliation	Contact Information	Study Role and Status	Training Information and Dates

