



UNIVERSITY
OF MANITOBA

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VICE-PRESIDENT (RESEARCH)

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**Re: Required Completion of the Course in Human Research Protection Program
(CHRPP)
by September 1, 2011**

The University of Manitoba Ethics Policy Implementation Committee (EPIC) has put forward the following **requirement** that *all University of Manitoba (and Affiliate) Researchers who submit research for review and approval to the University of Manitoba Research Ethics Boards (REBs) are required to complete the Course in Human Research Protection Program (CHRPP) by September 1, 2011.*

The Office of the Vice-President (Research) has purchased the license to **CHRPP**, an on-line tutorial, from Queen's University. CHRPP provides a contemporary review of issues related to the conduct of safe and ethical research with humans. The provision of standard research ethics training is often a requirement of grant funding agencies. CHRPP is in place to provide training in research ethics for the U of M research community.

Who should complete the CHRPP tutorial?

Mandatory completion of the CHRPP tutorial is required of all researchers within the U of M research community who submit research for review and approval by the University of Manitoba Research Ethics Boards (REBs). Although the tutorial is useful and may be of interest to those not currently working with humans in research, researchers and members of the research team (those directly involved with human research participant care, those who work under the direct supervision of the Principal/Qualified Investigator, and those who are paid through research funding) are required to complete CHRPP. This includes all Investigators (Principal/Qualified) and Co-Investigators, Clinicians working with the study, Research Nurses, Clinical Research Coordinators, Study Coordinators, Nurse Managers, and Research Assistants. It may include study team Administrators and Technicians, if providing direct support to participants or a research project and if directed by the team Principal/Qualified investigator.

The Principal /Qualified Investigator is responsible for the research conducted at the research site. Therefore, EPIC recommends that members of the research team who do not directly provide care to research participants but perhaps support the research team and participants through administration or other, might consult with their Principal/Qualified Investigator for further direction. The tutorial will be of benefit to anyone interested in human research ethics.

While it is recognized that many researchers will have already completed the on-line Tri-Council Policy Statement (TCPS tutorial), the National Institutes of Health (NIH) tutorial, or other tutorials specific to Research with Humans, completion of CHRPP remains a condition of REB review and approval as of September 1, 2011.

REB approvals will be granted, as appropriate, following receipt of a copy of the CHRPP tutorial certificate, which is automatically provided to the CHRPP registrant, for printing, once the tutorial is completed. **(See CHRPP Certificates of Completion).**



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The University of Manitoba research community and affiliates

The CHRPP tutorial is available to all within the University of Manitoba community, more specifically; to students, researchers, employees, faculty and staff members who study or work in the area of research with humans. This may involve researchers at other affiliated institutions. However, Researchers, staff, and students at affiliated institutions are not obliged to take the CHRPP tutorial unless they are submitting, conducting, or directly participating in research (involving human participants) that will be submitted for ethical review by the U of M REBs.

To accommodate U of M and U of M-affiliated Researchers (and their team members working directly with human research participants) arrangements have been made to facilitate access to CHRPP via the use of University of Manitoba and affiliated institutional email addresses. **(See appendix A).**

Time to complete CHRPP

While the tutorial can be completed in one sitting (estimated at 4 - 6 hours), it can be completed over time, in stages, over a series of visits to the CHRPP tutorial site, at the users' convenience.

CHRPP Certificates of Completion

A certificate is automatically made available on-line at time of completion for those who complete all modules. **Researchers are asked to print and retain a copy of the certificate for verification of completion. One copy (submitted once) will be required to accompany the submission of a project for REB review. Students are expected to retain a copy of the certificate as some courses may require completion of the CHRPP tutorial.**

For **REB purposes**, Principal Investigators are required to submit a copy of their CHRPP tutorial certificate directly to the REB office, along with their protocol for review.

For the purposes of **general tracking** of completion by students, faculty and other, a database will be maintained by the Research Quality Management office (within the Office of the Vice-President (Research)).

Further information specific to the process for oversight of CHRPP completion will be provided, as necessary.

Access to CHRPP

The tutorial is now available for completion with links located at the U of M Research, Human Ethics, and Quality Assurance (Human Research) websites.

To access CHRPP directly, go to <http://www.chrpp.ca/homepage/MAN/>, enter your University of Manitoba (or affiliated institutional) email address as your user ID and create a password.

The Office of the Vice-President (Research) and the EPIC team trust that you will find the CHRPP tutorial a useful and interesting research resource. Thank you, in advance, for your support.



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Appendix A

Course in Human Research Protection Program (CHRPP)

Access information for Affiliate sites

The link to CHRPP is on the Human Ethics webpage at

http://umanitoba.ca/research/ors/ethics/human_ethics_index.html

Researchers and their research team members at U of M- affiliated sites will have access to the CHRPP tutorial through their U of M email or their **institutional** email address.

In anticipation of U of M-affiliate requests for access, the following institutions have been pre- identified as U of M-affiliated sites:

- Health Sciences Centre
- St. Boniface General hospital and Research Centre (SBGH and Research Centre emails will provide access)
- CancerCare Manitoba
- Manitoba Institute of Child Health (MICH)
- WRHA

Please access CHRPP using the link provided above. Follow the prompts and use your email address as your user ID and create your own password.

Thank you for your interest in the CHRPP tutorial. If you have difficulty accessing CHRPP, please contact Monica Woods at woodsm@cc.umanitoba.ca for assistance.

Thank you.