

# **Wellesley College Required Training**

Mandatory as of March 1, 2015

Wellesley College expects all investigators (faculty, students and staff) to conduct their work, including sponsored projects and research, with the highest degree of integrity. Likewise, federal sponsors are increasingly imposing requirements for grantee institutions to demonstrate the proficiency of their investigators in the ethical considerations inherent in research. All investigators supported under externally sponsored research projects are required to complete mandatory research integrity, CITI Responsible Conduct of Research Basic Biosafety training. This policy, effective March 1, 2015, constitutes minimum training standards set forth by Wellesley College. Specific sponsors may have more stringent training requirements, in which case investigators supported by those sponsors are required to adhere to those requirements.

## **Basic BioSafety Training**

At Wellesley College, the Biosafety training requirement applies to all faculty, staff, or students teaching or conducting research with hazardous biological material at biosafety level 1 and biosafety level 2, and recombinant or synthetic nucleic acid molecules, regardless of whether those activities are externally funded, internally funded, or unfunded. This program has three courses available depending upon program involvement.

This Institutional Biosafety training policy is in effect for all research protocols submitted to the Institutional Biosafety Committee as of March 1, 2015 or later.

### **1. Biosafety training for Level 1 and Level 2**

All key personnel involved in biological teaching or research with hazardous biological material are required to set up an individual account and affiliate themselves with Wellesley College to complete their CITI Basic Biosafety (14 modules) certificate course: (<https://www.citiprogram.org/index.cfm?pageID=14>)

Upon completion of the course, the Office of Sponsored Research (OSR) and the Chair of the Wellesley College Institutional Biosafety Committee will automatically receive a completion notification. The training certificate for faculty and staff is valid for three years after which time it is the individual's responsibility to complete a "refresher" CITI module. The certificate can be made available to external sponsors by request. You can not receive approval until the certificate is on file.

Students in research laboratories are required to take annual training. Classroom based training is provided by the EHS Office each semester for students with Wellesley specific information. If more advanced training is appropriate, students may take the CITI training as well.

Before any hazardous biological material may be ordered or research conducted, you must have the advanced review and approval of the Wellesley College IBC and CITI training certificate. Protocols involving the use of hazardous materials will not be approved without documentation of the completion of the required training by the Principal Investigator.

It is the Principal Investigator's responsibility to ensure each current or future member of his/her research team (including students) engaged in research that involves Biosafety material must have the CITI training course

## **2. National Institutes of Health (NIH) Recombinant DNA Guidelines**

All Individuals working with recombinant or synthetic nucleic molecules are required to comply with the [NIH Guidelines](https://osp.od.nih.gov/sites/.../NIH_Guidelines.html) ([https://osp.od.nih.gov/sites/.../NIH\\_Guidelines.html](https://osp.od.nih.gov/sites/.../NIH_Guidelines.html)) and complete CITI Basic Biosafety (see above) and NIH rDNA Guidelines (3 modules) certificate course (<https://www.citiprogram.org/index.cfm?pageID=14>) as a condition of receiving funding. Even if only one research project involving recombinant or synthetic acid molecules at an institution benefits from NIH support, all such projects at the institution must comply. The NIH Guidelines promote the safe and responsible practice of this type of research and provides the public confidence that safety matters.

Upon completion of the course, the Office of Sponsored Research (OSR) and the Chair of the Wellesley College Institutional Biosafety Committee must receive a copy of the completion notification. The training certificate for faculty and staff is valid for three years after which time it is the individual's responsibility to complete a "refresher" CITI module. Students are required to take annual training. The certificate can be made available to external sponsors by request. You can not receive approval until the certificate is on file.

It is the Principal Investigator's responsibility to ensure each current or future member of his/her research team (including students) engaged in research that involves recombinant or synthetic nucleic molecules must have the CITI training course

## **3. Institutional Biosafety Committee Member Training:**

All IBC members are required to complete CITI Basic Biosafety (8 modules) certificate course: (<https://www.citiprogram.org/index.cfm?pageID=14>) prior to sitting on the committee. The training course covers, among other items, current IBC requirements, basic information on rDNA and Biosafety. The IBC has several mandates as required by NIH. One is to ensure that the IBC has the working knowledge and tools to fully participate in reviewing and providing oversight for applicable research protocols.