**Dartmouth College**

**COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS**

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**EXTERNAL STUDY TEAM MEMBER FORM**

CPHS template v.11JAN2021

**PI:**

**Study Title:**

Name of external study team member:

Email:

Institution:

Financial Interest: **YES NO**

Involved in Consent: **YES NO**

**Please Note: CPHS review does not extend to research team members not affiliated with Dartmouth College unless specifically noted.**

1. The external study team member should contact their institution’s IRB regarding their involvement in the CPHS reviewed project for review or a determination that review is not needed.

Provide confirmation in the text box below.

2. Describe the external study team member’s role in the study.

3. Will the external study team member have access to identifiable study data? **Yes No**

4. Describe the plan for sharing study data with the external study team member.

**Note for studies involving D-H PHI that were reviewed prior to the IRB transition and are reviewed by CPHS rather than the D-HH IRB:** The P.I. is responsible for ensuring that all current D-HH requirements are met regarding study team members access to D-H PHI. Contact [the](mailto:Erin.J.MacPhail@Hitchcock.org) D-H Privacy Office for more information on providing non-D-H individuals with PHI.

5. Will the external study team member need access to Rapport? **YES NO**

**If YES,** please explain why Rapport access is needed.

6. Human Subjects Protection Training Requirement

\*All investigators and key research personnel of projects must complete training in human subjects protection prior to initiating research activities and every three years thereafter.

To document the fulfillment of this requirement, a certificate of completion for human subjects protection education is required. Study team members can complete an online tutorial through CITI through their home institution or can register as an independent learner. CITI certificates of completion are available via the CITI website.

**Provide a copy of the external study team member’s certificate of fulfillment of the human subjects protections education requirement from their home institution or CITI with the study team member modification.**