



**WILLIAM
PATERSON
UNIVERSITY**

OFFICE OF SPONSORED PROGRAMS • RAUBINGER HALL 107
300 POMPTON ROAD • WAYNE, NEW JERSEY 07470-2103
973.720.2852 FAX 973.720.3573

**Certification of Instruction-Only
on Research with Human Subjects
by WPUNJ Faculty Teaching
Research Intensive Courses**

If you are eligible to receive compensation for obtaining certification of training in the use of human subjects in research under the terms of the attached agreement after June 1, 2006, please complete this form, submit it for review and support by the Dean of your College, and then submit to the Office of Sponsored Programs, Raubinger 107.

Name: _____

Department: _____

Status: Faculty: _____ Adjunct Faculty: _____

Certification of Completed CITI Training in the use of Human Subjects in Research received by WPUNJ IRB:

Training Program: _____ Date Received: _____

Please list the courses or other educational activities you are engaged in that includes teaching or supervising students who are required to actively engage human subjects in research that meet the requirements for IRB review of student research with human subjects:

Title: _____ Number: _____

Title: _____ Number: _____

(Please list additional courses on back of this sheet.)

By signing below, I certify that – based on the WPUNJ Policy on Human Subject Research at WPUNJ and the WPUNJ/AFT Local 1796 Agreement on Human Subjects in Research training certification – I teach courses that require students to actively engage human subjects in research, and am eligible under the terms of the agreement for compensation at .125 credit.

Signature Date

I attest that the above named educator provides instruction to or supervision of students who are actively engaged in research involving human subjects and is eligible for compensation of .125 credit under the terms of the University/AFT Local 1796 Agreement.

Signature Date

Name WPUNJ College

**William Paterson University
Additional Compensation Memorandum**

Date: _____

From: _____

To: _____

RE: Compensation to be paid to:

Recipient's 855-number:

Provide a description, the date(s) and other details as needed of the activities for which employee will be compensated.

For completion of CITI Program training in the use of human subjects in research. Teaches or supervises students who are engaged in using human subjects. Has not previously undertaken human subject research reviewed by the WPUNJ IRB. Payment at .125 credits.

To be completed by Provost's Office:

FUND: _____ ORGANIZATION: _____ PROGRAM: _____

AMOUNT TO BE PAID: _____

1. Employee Certification: I certify that this is a true and accurate record of my time and activities.

Printed Name Signature Date

2. Dean/AVP: I approve payment as indicated for completion of the CITI Program.

Name, Title Signature Date

3. Director, Office of Sponsored Programs for the WPUNJ Institutional Review Board

Name, Title Signature Date

4. Provost's Office: I approve payment as indicated.

Name, Title Signature Date

Instructions: (1) The employee who completes the CITI Program prepares this memorandum at the same time that he/she completes the related "Certification of Instruction Only" form, signs and forwards to their Dean or Assistant/Associate Vice President. (2) The Dean or Assistant/Associate Vice President reviews, signs both forms, and forwards to the Director, Office of Sponsored Programs. (3) The Director, Office of Sponsored Programs reviews, signs and forwards it to the Provost's Office through the Associate Vice President for Graduate Studies and Research. (4) The Provost's Office reviews, signs and forwards it to Payroll.

Documentation: Appropriate records documenting that the CITI Program has been completed will be maintained by the WPUNJ IRB as well as by the educator who completed the program.