

**Human Research Protections Office (HRPO)**

620 W. Lexington Street, Second Floor

Main Number: 410-706-5037

[hrpo@umaryland.edu](mailto:hrpo@umaryland.edu)

<http://umaryland.edu/hrp>

***Basic Requirements for Conducting Research at UMB:  
Information for Investigators***

- **UMB Human Research Protections Program Plan and UMB Investigator Manual:** Required for Researchers and Research Staff engaged in Human Subjects Research: <http://umaryland.edu/hrp/for-researchers/>
- **Is my study Human Subjects' Research?**
  - HRPO / IRB determination
  - Submit proposal via CICERO- Select: *“Unsure whether my project requires IRB review”*
- **Engaged in Research?**

You are considered “engaged” in human participants’ research when you

  - 1) intervene or interact with living individuals for research purposes, or
  - 2) obtain individually identifiable private information for research purposes.

Further, a site is considered to be “engaged” in human participants’ research when it receives a direct Federal award to support the research.
- **Principal Investigator (PI)**
  - Full-time (>51% effort) faculty member
  - Holding one of the following titles at UMB:
    - Professor
    - Associate Professor
    - Assistant Professor
    - Or has been granted approval by the Institutional Official
  - The IRB recognizes only one PI for each project
- **Educational Requirements for Investigators and Research Staff**
  - *Human Subjects Protections Training (CITI Training)* (online)
    - All individuals engaged in human participant research at UMB are required to completed CITI training every two years
    - <https://www.citiprogram.org>
  - *HIPAA Training* (online)
    - UMB policy requires that all individuals employed at UMB must take HIPAA 125
    - All individuals engaging in research at UMB are required to complete HIPAA 201. <http://somvweb.som.umaryland.edu/hipaa/quiz/index.asp>
- **CICERO Account:**
  - <https://cicero.umaryland.edu>
- **Research Resources at UMB:**
  - **Human Research Protections Office:** <http://umaryland.edu/hrp>
  - Environmental Health and Safety: <http://www.umaryland.edu/ehs>
  - Office of Research and Development: <http://www.umaryland.edu/ord>
  - Center for Clinical Trials and Corporate Contracts: <http://www.umaryland.edu/cct>
  - General Clinical Research Center: <http://medschool.umaryland.edu/gcrc>
  - Investigational Drug Service (IDS): [mlee1@umm.edu](mailto:mlee1@umm.edu)