

## ■ Required Training for Postdoctoral Fellows

- Research Ethics/Responsible Conduct of Research – any postdoctoral fellow supported by an NIH training grant must complete training in the responsible conduct of research delivered via an in person course taken once during your postdoctoral tenure. This would include funding on F32's and a number of other types of awards (consult NIH NOT-OD-10-019 for a complete list at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>). However, you do not need to take an in person course if you are funded by a grant that is not a training grant (e.g., by a PI's R01). Courses that fulfill the in-person requirement are:
  - 306.665: Research Ethics and Integrity: U.S. and International Issues; and
  - 550.600: Responsible Conduct of Research (eligibility restricted to individuals with funding mandate)

*If your funding source does not require in person training, the following on-line course is recommended:  
550.860 - Academic & Research Ethics*

- **Bloodborne Pathogens** - All faculty, postdocs, students and staff with exposure to human or animal bloodborne pathogens will be entered in the Bloodborne Pathogen Exposure Control Program. Training is required when hired or before starting work with bloodborne pathogen-containing materials and annually thereafter. For information about training, call Health Safety and Environment (410-955-5918).
- **Radiation Safety** - All faculty, postdocs, students, and staff who use radioactive isotopes or handle animals (or their cages or bedding) that have been treated with radioactive isotopes must attend a Radiation Safety training session. For information about training, call Radiation Safety (410-955-3710).
- **IACUC** (Institutional Animal Care and Use Committee)
  - Training Module: <https://secure.lwserver.net/> (Courses, Research Compliance Training Courses, Animal Care and Use)
- **Human Subjects Training Module**
  - All investigators (faculty, postdocs, students, and staff) must complete the training program (CITI) modules required by the School before submitting a research protocol for review. More information is provided in the links described below.
    - SPH training module: <https://citiprogram.org>
- **Research Project Approvals** – All research protocols involving animals or humans must be approved by the appropriate review committee. IACUC (Institutional Animal Care and Use Committee) - <http://www.jhu.edu/animalcare/>
  - Reed Hall B122 (443-287-3738)
- **IRB** – Institutional Review Board: [www.jhsph.edu/irb](http://www.jhsph.edu/irb)

• **Wolfe Street E1100** (410-955-3193)

Postdocs cannot serve as PIs on IRB submissions, so your mentor or other JHSPH faculty member must submit the protocol using our electronic system called PHIRST. Detailed information about the JHSPH IRB process can be found in a student/postdoc manual available either in the IRB office or on-line at: [http://phirst.jhsph.edu/sph/Doc/0/GOCPPJLJA5Q474RNOP8CKS3C65/Student%20Manual\\_V8\\_18Jun09\\_Final.pdf](http://phirst.jhsph.edu/sph/Doc/0/GOCPPJLJA5Q474RNOP8CKS3C65/Student%20Manual_V8_18Jun09_Final.pdf)

## POSTDOCTORAL FELLOWS COMPLETION CHECKLIST

- Request a “Postdoctoral Fellowship Certificate” from the School through your Departmental Academic Coordinator
  
- Join the Johns Hopkins University Alumni Association - <http://www.jhsph.edu/alumni/>
  - Forward your e-mail by establishing an alumni e-mail alias  
<https://apps2.jhsph.edu/alumniemailalias/>
  
- Terminate health and/or dental insurance with Student Accounts and Business Services, Wolfe Street W1101 (410-955-5725)

***Turn in your ID Badge and your keys to your Departmental Administrator***