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	National Taiwan Normal University Research Ethics Center
	Organize research ethics education and training

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1. Purpose

To provide guidelines for the Research Ethics Center when organizing education and training relating to research ethics.

2. Scope

Applicable to all members of the Research Ethics Review Committee, personnel of the Research Ethics Center, and research project related personnel (including project host, students, and other research participants).

3. Tasks and Responsibilities

3.1 Chairperson

Participates in education and training, serves as a lecturer, plans the direction of education and training, and prepares teaching materials.

3.2 Committee members

Participates in education and training, serves as a lecturer, and prepares teaching materials.

3.3 Consulting experts and representatives of organizations

Invited to serve as a lecturer and prepare teaching materials.

3.4 Project host, project personnel

Participates in education and training.

3.5 The Center's director

Participates in education and training, serves as a lecturer, prepares teaching materials, and oversees education and training events.

3.6 Executive secretary

Participates in education and training, serves as a lecturer, prepares teaching materials, and organizes education and training events.

3.7 Administrative officers

Participates in education and training and organizes education and training events.

4. Operating method

Education and training refers to lectures, workshops, seminars, and online teaching that improves the professional knowledge and skills relating to research ethics of review committee members, staff members, and research related personnel, or increase research participants' understanding of the research project, as well as their rights and protections.

4.1 Education and training requirements

4.1.1 The Center's director

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The same as members of the Research Ethics Review Committee. Besides carefully reading the articles of association, relevant laws and regulations, and SOPs of the NTNU Research Ethics Review Committee, the Center's director is required to complete 6 hours or more (inclusive) of training in research ethics each year.

4.1.2 Staff members

Besides carefully reading the articles of association, relevant laws and regulations, and SOPs of the NTNU Research Ethics Review Committee, the Center's staff members are required to complete 6 hours or more (inclusive) of training in research ethics within 3 months after being appointed. While working at the Center, staff members are required to complete 12 hours or more (inclusive) of training in research ethics each year (does not apply to staff members who are in their first year working at the Center).

4.1.3 The Review Committee's chairperson, members, and relevant personnel

Shall be in accordance with the Committee's REC-SOP02 Research Ethics Review Committee Personnel Composition and Responsibilities and relevant regulations.

4.1.4 Project host, project personnel

Shall be in accordance with the Committee's REC-SOP06 Case Acceptance Management Procedure and relevant regulations.

4.2 Calculation method for education and training hours

4.2.1 Period of education and training counted:

4.2.1.1 Committee members and administrative personnel:

The period of regular training is from September 1 to August 31 the following year.

4.2.1.2 Members of the research team:

If the number of training hours is calculated by year according to the NTNU Guidelines for the Research Ethics Review Committee (e.g., 2 hours within 1 year, 6 hours or more (inclusive) a year), the period calculated is as follows: The effective period is 12 months before the date stamped on the certificate of project review or the date that education and training hours of committee members/staff members is audited. If it is calculated on a 3 year basis (e.g., 6 hours within 3 years), then the effective period is 36 months using the method above.

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- 4.2.2 If the education and training certificate is registered by number of hours, then education and training is calculated by number of hours.
- 4.2.3 If the education and training certificate is registered by number of minutes, then 50 minutes of education and training is calculated as 1 hour; 90 minutes is calculated as 2 hours. Any amount of training less than 50 minutes may be accumulated and calculated as a number in hours.
- 4.2.4 If the education and training certificate is registered by number of days, each day of education and training is calculated as 6 hours.
- 4.2.5 If the education and training certificate is registered by number of credits, each credit of education and training is calculated as 18 hours.
- 4.2.6 If an online course related to research participant protection is taken (e.g., Center for Taiwan Academic Research Ethics Education, CITI Program, TREE, etc.) and the individual passes the exam, then the number of hours on the certificate issued by the online course or the number of hours decided by the Research Ethics Review Committee shall be registered. If the education and training certificate is registered by number of units, each unit of education and training is calculated as 20 minutes.
- 4.2.7 If there are any questions regarding the number of research ethics education and training hours, or the Research Ethics Review Committee makes a decision, the number of hours decided by the Research Ethics Review Committee shall be used for calculation.

4.3 Guidelines for organizing education and training courses

- 4.3.1 The Center's director determines the education and training topic and recommends a speaker.
- 4.3.2 The Center's staff members invite the speaker, prepare teaching materials, and arrange the site.
- 4.3.3 The Center's staff members are responsible for signing application documents for education and training expenses.
- 4.3.4 The Center's staff members are responsible for announcing education and training information.
- 4.3.5 The Center's director issues education and training certificates as needed.

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4.3.6 The Center's director decides how data will be used after education and training ends, such as uploading the class video or arranging it into teaching documents.

4.3.7 Colleges/Departments/Institutes of NTNU may determine the education and training topic and agenda based on the contents of research ethics education and training needed by its members, invite speakers to teach the courses, and issue education and training certificates. The Research Ethics Center may provide assistance within its capabilities. However, the calculation method for education and training hours shall be in accordance with SOP 4.2 Calculation method for education and training hours.

4.4 Education and training certificate management

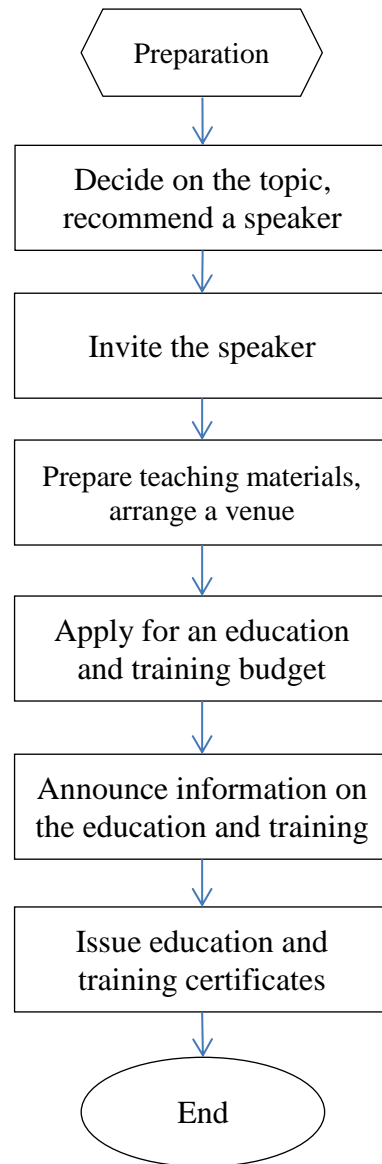
4.4.1 Copies of certificates issued by the Center and Committee, training course schedule, and related data from training meetings shall be stored and registered by the Center in the NTNU-Form-02 Education and Training Record Sheet, and shall be properly preserved and protected. The project host and researchers of projects reviewed by the Committee shall retain their training certificates and records. Training certificates and records submitted with review cases shall be preserved and protected along with case files.

4.4.2 The Center shall summarize the cumulative number of education and training hours of relevant personnel in the Center and Committee, and shall notify personnel who need to receive training when their training hours are about to expire.

4.4.3 The Center shall destroy education and training certificates within 3 months after Committee members or the Center's staff members are terminated.

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5. Flowchart



6. Attachment

NTNU-Form-02 Education and Training Record Sheet

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Record Sheet

No	SOP Topic	SOP Number	Version number/ date	Compiled by	Approved by	Effective on
Amendment record						
1.	Organize research ethics education and training	CRE-SOP/04/01.0	2014/01/07	SOP Work Group	1st Review Meeting	2015/01/01
	First version, final version issuance.					
2.	Organize research ethics education and training	CRE-SOP/04/01.1	2014/11/28	SOP Work Group	8th Review Meeting	2015/01/01
	Revision: 2. Scope: Include faculty, staff, and students.					
3.	Organize research ethics education and training	CRE-SOP/04/02.0	2015/08/21	SOP Work Group	16th Review Meeting	2015/08/28
	Revision: Revision to wording, deleted 4.2 hours of weighting.					
4.	Organize research ethics education and training	CRE-SOP/04/03.0	2016/7/15	27th Review Meeting	27th Review Meeting	2016/7/15
	Revision: 2. Scope: Revision to wording to expand applicability to personnel of the project team and accept review cases outsourced by other institutions. 4.1 Added education and training requirements for personnel of the Review Committee, project hosts, and project personnel. 4.2 Added the calculation method for online course hours and the requirement for a decision from the Research Ethics Review Committee if there are any questions regarding hour calculation. 4.3 Added provisions allowing colleges/departments/institutes of NTNU to organize education and training courses. 4.4 Revised education and training certificate management and included the preservation method for research project personnel to submit records along with cases. Also revised the provision for notifying cumulative education and training hours.					
5.	Organize research ethics education and training	CRE-SOP/04/03.0	2017/03/17	SOP Work Group	34th Review Meeting	2017/03/17
	No revisions were made.					

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6.	Organize research ethics education and training	CRE-SOP/04/03.0	2017/11/17	SOP Work Group	42nd Review Meeting	2017/11/17
	No revisions were made.					
7.	Organize research ethics education and training	CRE-SOP/04/04.0	2018/05/18	48th Review Meeting	48th Review Meeting	2018/05/18
	Revision: 4.2 Calculation method for education and training hours, revised the calculation method for individuals who take online courses and pass the exam.					
8.	Organize research ethics education and training	CRE-SOP/04/05.0	2018/12/21	SOP Work Group	55th Review Meeting	2018/12/21
	Revision: 4.2.1 Period of education and training counted					
9.	Organize research ethics education and training	CRE-SOP/04/06.0	2019/06/21	SOP Work Group	61st Review Meeting	2019/06/21
	Revision: 4.2.1 Period of education and training counted					
10.						
11.						
12.						
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Approved

Title	Signature	Date (Year/Month/Day)