Human Research Protection Program (HRPP)

Fall 2026 Newsletter



Welcome back to the new academic year!

Below is the first edition of the newsletter from the Human Research Protection Program (HRPP) with new and relevant information about the human subjects research program including important updates to policies and processes.

Updates for Students Human Subjects Training

- Montclair State University is now offering **CIRTification Online** as the preferred training method for student class assignments or other educational activities. Human subjects research ethics training for the purposes of fulfilling course requirements should no longer use CITI training modules.

- CIRTification Online is a free, web-based human research protections training program developed by the University of Illinois Chicago (UIC). The training covers the following topics:
  - Introduction to Research
  - Research History
  - Eligibility & Recruitment
  - Informed Consent
  - Collecting & Protecting Data
  - Handeling Issues in the Field

- **CITI training is still required for individuals conducting research that needs to be reviewed by the Montclair State University IRB**. Students who are listed as holding a research team member designation on an electronically submitted Cayuse application must complete Human Subjects Research (HSR) training through CITI. If a student has already completed CIRTification, they still must complete the CITI HSR Training module for an electronically submitted application.

- Community partners and external collaborators who do not have access to human subject research training through CITI can use the CIRTification course to fulfill the requirement for training in the ethical treatment of human subjects as part of research for team members.

Important Reminders about IRB Compensation Policies and Procedures

- Recruiting individuals potentially employed by Montclair State University and providing monetary compensation (e.g. gift card, gift-o-gram, etc.) must now be included as part of consent/prospective agreements.
- Any compensation payment received is considered taxable income that must be reported according to federal tax regulations.
- Faculty, staff, hourly workers, and graduate assistants are all considered 'employees' for the purposes of this policy, and must report compensation received to **askhr@montclair.edu** with their name and the amount received.
- Human Resources will not be informed of the study they participated in and the research team will not know that they reported this information.
- Consent templates on our website now have sample language addressing this requirement as well as other sample language for the use of gift cards and other monetary compensation.



Responsibilities of PI's Supervising Student Research Studies

To ensure the highest levels of integrity to our research participants, when working with students, PI's are responsible for the following:

- Read all components of the application being submitted and request edits as needed before submitting to the IRB.
- Ensure you as the PI hold and have direct access to all data being collected as part of the student study on Montclair State issued computers or in Montclair State cloud storage.
- Ensure that data is held for the timeline as specified in protocols, which for most studies is 3 years. Data should be destroyed or deleted after 3 years if stated as such in applications.
- Complete mandatory training in CITI for federally funded grants
  - If your research is **federally funded** by the National Institutes of Health (NIH), National Science Foundation, National Institutes of Health, US Department of Energy, and US Department of Agriculture, ensure you and all study team members have competed training **Research Security Training (RST)** in CITI.
  - If your research is funded by NSF, all personnel named on the grant must also complete CITI training on the **Responsible and Ethical Conduct of Research (RCR)**.

Post-Approval Monitoring (PAM) is coming



This year, as part of our move towards accreditation for the HRPP, our office will begin conducting post-approval monitoring on IRB approved protocols.

Post-approval monitoring is intended to be a **cooperative opportunity** for PI's to take a closer look at their protocols and ensure the highest levels of data quality and integrity.

The post-approval process may entail you being contacted by a member of the Compliance Team to review your study documents or processes.

We are here to help you if you need assistance with the research process

Please find the Research Compliance website homepage by clicking here

If you have questions or need help please reach out to our office:

- reviewboard@montclair.edu
- irbassistant@montclair.edu

(973)655-5083

IRB REMINDERS:

The Review Schedule for Full Board studies can be found here

Please remember you must submit Full Board study applications at least 2 weeks PRIOR to the meeting date.

Designed by | PIKTOCHART