



MEMORANDUM

TO: Principle Investigators and Grants Personnel
FROM: Denise Mulkern, Vice President for Finance and Treasurer
Bill Stephenson, PhD, Vice President for Research
SUBJECT: **Mandatory Research Training**
DATE: November 9, 2001

The University of Medicine and Dentistry of New Jersey is committed to the ethical and responsible conduct of research by UMDNJ faculty and staff, whether the research is conducted on UMDNJ campuses, or at affiliate locations.

In response to the federal requirements to assure that all those conducting research are knowledgeable, UMDNJ has designed and developed a web based training program. This training, the Research Integrity Training and Education (RITE), is part of UMDNJ's obligation to assure that the highest standards are being followed in maintaining the integrity of our research programs. The first training module in this series focused on research employing human subjects. The newest module is *Compliance with Financial Policies for Grant and Contract Management* and is comprised of Federal regulations, regulatory guidance, state law, and university policy and procedures that define the rules and regulations that we must follow in order to carry out the responsible management of research from a financial perspective.

All principal investigators and all grants personnel must demonstrate that they have completed this training by January 31, 2002. The term "principal investigators" will include all UMDNJ employees who are listed as P.I. on any grant or award, or who are responsible for a banner index labeled research.

All finance and administration personnel with partial or primary responsibility for management of research accounts, which would include most departmental budget or business officers, should complete the module in November in order to be able to assist faculty.

Registration for the *Compliance with Financial Policies for Grant and Contract Management* module is available on the web at www.umdj.edu/riteweb. Click on the Registration link. Each student will require a University user name and password to access the registration form. Please retain this information for future use.

UMDNJ user name: riteumdnj

UMDNJ password: j120560f

Anyone experiencing technical difficulties can contact the help desk at 1-888-645-9095. If you have questions about the training requirements:

- researchers should contact their local Research Dean
- finance and administration individuals should contact their local Grants Manager