Dear Human Research Protections Director/IRB Education Director:

We request approval to substitute CIRTification: Community Involvement in Research Training for [NAME OF TRADITIONALLY-REQUIRED HUMAN RESEARCH PROTECTION PROGRAM] for our community research partners from [NAME OF PARTNER ORGANIZATION] who will be working with us on [NAME OF RESEARCH PROJECT/PROTOCOL NUMBER]. More information about the training program can be found at : <https://ccts.uic.edu/tools/cirtification/online/>

CIRTification Online is tailored to meet the unique training needs of our community research partners. It is interactive, relevant to roles and responsibilities our community partners will have in our research project, and focused on skills-building. The program is interactive and includes audio as well as visual and video components. The content considers community partners’ limited experience with research, addresses research ethics and responsible conduct of research issues in plain language, and uses real-world examples. CIRTification is better suited to the unique needs of community research partners than other human research protection training programs, which are usually geared towards learners who have at least some research experience and working knowledge of research methods (e.g., graduate students and junior researchers).

Human research protections professionals, experts in research ethics education, academic faculty members who serve as principal investigators on community-engaged research projects, and community research partners both expert and novice were involved in the development of the program. CIRTification Online is currently used by dozens of institutions nationwide.

If you have additional questions about the program or would like to request a demo, you may contact Dr. Emily Anderson and the CIRTification support team at cirtification@uic.edu.