



HARVARD UNIVERSITY RESEARCH COMPLIANCE TRAINING CHECKLIST

Per the [University Guidelines for Researcher Training](#), all research compliance training modules must be reviewed for consistency and approved by the Office of the Vice Provost for Research prior to submission to the Harvard Training Portal. Please email the completed checklist to the [Research Compliance Training Committee Co-Chairs](#).

1. Training course or program name:
2. Course owner / School / Department:
3. Delivery method: web-based in-person other; please specify:
4. Describe learner needs, desired outcomes, and objectives:
5. Describe the intended audience and any other stakeholders:
6. Is training mandatory? No Yes. If yes, please describe how training will be tracked and enforced:
7. List any related University and/or School-level policies:
8. Did you review content with subject matter experts and the proposed learner audience?
 No Yes. If yes, please list the individuals, groups, and/or offices you consulted:

PLEASE PRINT NAME

SUBMITTED BY			DATE		
REVIEWED BY RESEARCH COMPLIANCE TRAINING COMMITTEE CO-CHAIR		DATE	SIGNATURE		
APPROVED BY UNIVERSITY CHIEF RESEARCH COMPLIANCE OFFICER		DATE	SIGNATURE		