This form must be completed by the department requesting HSPP CIT credit. Return the completed form to OPRS via uicirb@uic.edu **prior** to the training session so that it may be evaluated to determine whether CIT will be given.

1. **Presentation Information**
2. **Title:**
3. **Speaker** (include biosketch or CV for each speaker)

|  |  |
| --- | --- |
| Name (Last, First) | Degree(s) |
| Title | Affiliation |

1. **Presentation details**:

|  |  |  |  |
| --- | --- | --- | --- |
| Date  | Start time[ ]  AM [ ]  PM | End time[ ]  AM [ ]  PM | Total # hours (excl. breaks) |
| Street Address | Building Name | Room # |

1. **Sponsor** (UIC department or college, other external sponsor):

1. **Goals/Objectives or Summary of Presentation**:

1. **Instructional Methods**:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Lecture | [ ]  Workshop | [ ]  Web-based instruction | [ ]  Journal Review |
| [ ]  Audiotapes | [ ]  Videotape | [ ]  Other: |

1. **Rationale for HSPP CIT credit. Explain how the presentation relates to Human Subjects Protections.:**

1. **Sponsor Responsibilities**
2. Provide a copy of the following before or after the presentation:
* Any materials announcing the presentation and describing the content (i.e., email, flyer, website, etc.)
* Presentation content (i.e., slides from presentation, content outline, etc.)
* Any handouts for audience
* Attendance list utilizing the [OPRS HSPP Attendance List](http://research.uic.edu/human-subjects-irbs/education-training/)
1. May we add this presentation to the HSPP CIT Calendar on the OPRS Website? [ ]  Yes [ ]  No
2. Contact Person

|  |  |  |
| --- | --- | --- |
| Name (Last, First) | Degree(s) | Net ID (e.g., NetID@uic.edu) |
| Department | College |
| Phone Number | UIC E-mail Address |