What is the difference between the two-month and six-month training programs?

The two-month and six-month programs are based out of WIRB’s headquarters in Puyallup, WA. Both training programs provide a foundational understanding of the history, roles, responsibilities, and requirements of human subject protection, and all sessions will be conducted in English. They also include a portion of training in New York City by the Division of Medical Ethics, NYU Langone Medical Center. Each program provides training on relevant regulations, guidelines and guidance pertaining to human research subject protection, protocol review, the consent process, human subject populations, and making determinations regarding the risk/benefit ratio.

Following the first eight weeks of training, six-month fellows will be eligible to enter the review process to be appointed as a board member. The additional training that six-month fellows receive includes intensive training and a mentorship period about the role and responsibilities of being a board member, as well as in-depth exposure to IRB operations. If appointed, these fellows will participate in board meeting discussions and present protocol and consent document. The six-month program provides practical training for pre and post board operational functions and utilizes mock meetings as instruction for how to perform the role of meeting chair.

Who is eligible to attend the training?

Eligible candidates must possess:

- Operational knowledge of research procedures and methods
- Fluency in spoken and written English (Verbal proficiency will be assessed by a mandatory interview before final acceptance into the program)
- Bioethical responsibilities within the candidate’s institution
- A decision/change-making role within the candidate’s institution

Where will the training take place?

The majority of the training will occur in Washington State, at the Western Institutional Review Board (WIRB) office in Puyallup, WA. A two-week period of the training will take place on the campus of New York University, in New York City.
What are the dates for the 2018 training?

I. Two-month program:
   - March 1 - April 30, 2018
   - June 1 - July 31, 2018

II. Six-month program:
   - March 1 - August 17, 2018
   - June 1 - November 16, 2018

Where will I stay?
While in Washington State, you have the following options:
- One bedroom apartment
- Two or three bedroom apartment with a fellow(s) of the same gender
- Single occupancy room at a local hotel
While in New York City, a hotel room will be reserved on your behalf. Special rates will be negotiated for your room reservation.

What do I need to pay for?
The training program is provided by WIRB, free of charge. Participants must arrange their own funding of roundtrip airfare between their home country and the US, roundtrip airfare between Washington State and New York City, housing, and daily living expenses.

Are scholarships available for the Fellows Program?
Limited scholarships are available. Scholarships will be awarded based on need, with Fellows from countries which have been designated as Low or Medium Development on the UNDP Human Development Index getting first preference. Scholarships may be full or partial. A completed Fellows Scholarship Application Form must accompany your other application materials for the Fellows Program, and should include documentation to support the amount of funding being requested. To inquire about your eligibility for a scholarship, please make a note in your Fellows Program application.

Can I bring family members with me?
There is no restriction to Fellows bringing family members to stay with them during their stay. However, housing for family members may be impacted by the fact that Fellows may be required to share housing so WIRB cannot guarantee that living space will be available for visitors. You will need to notify WIRB in advance if you intend to have family members visit.

Do I need an international driver's license to drive a car in Puyallup, WA?
An international license is not required for an exchange visitor to drive in Washington State. A foreign license holder can drive on their foreign license for up to one year.

Is there a limit on the number of applicants who can participate?
There is no limit on the number of Fellows who can participate in either session of the program. However, if WIRB does not receive sufficient applications for either the Spring or Summer Session, the NYU portion for that session may be cancelled.

Who do I contact if I have questions about the Fellows Program?
Please send all inquiries regarding the WIRB International Fellows Program to fellowsprogram@wirb.com. You may also make inquiries regarding the program content, training & development issues, visa requirements or administrative concerns (housing, insurance, etc.) by phone. Please call the Compliance Training & Development Coordinator at (360) 252-2880.

WIRB International Fellows Program
1019 39th Avenue SE, Suite 120
Puyallup, WA 98374

Toll free: (800) 562-4789
Office: (360) 252-2500
Fax: (360) 252-2498
Email: fellowsprogram@wirb.com
International Fellows Program FAQs//version 3.0_2017