



TO: WSU System Council

FROM: Dr. Christopher J. Keane, Vice President for Research, WSU
Vice Chancellor for Research, WSU Pullman

DATE: January 26th, 2022

SUBJECT: Required verification of annual discrimination, sexual harassment, and sexual misconduct prevention training for research investigators

In March of 2021, Washington State University [announced](#) the implementation of an annual training requirement to assist all members of the University community in bettering their understanding and prevention of sexual harassment and discrimination. I am writing to provide specific research-related guidance associated with this announcement.

In our commitment to advancing diversity, equity, and inclusion at WSU, and based on interactions with federal sponsors such as the [National Science Foundation](#) and the [National Institutes of Health](#), the Office of Research (OR) will require all Investigators and any Senior/Key Personnel listed on either a sponsored project (including those listed for credit) or research protocol to certify completion of mandatory training prior to approving a sponsored project award through the Office of Research Support and Operations (ORSO), or research protocol through the Office of Research Assurances (ORA).

OR has been implementing online systems to support this effort in [MyResearch.wsu.edu](#), and effective March 1, 2022, affected researchers will need to:

- Complete the applicable Human Resource Services (HRS) requirements. For information about the courses, visit: [Discrimination/Sexual Harassment and Sexual Misconduct Prevention FAQ](#).
- Upload to [MyResearch.wsu.edu](#) a copy of the HRS Training Certificate for either the Initial Training or Annual Training, as applicable, that is less than one-year old.

Please promptly distribute this information to all researchers and research support staff in your area. Nonobservance of the requirements detailed above may result in delayed award setups, as ORSO will not provide an impacted award to Sponsored Program Services for setup until the above requirements have been met. The Principal Investigator (PI) is responsible for ensuring that all employees under their direction complete this required training.

Questions should be directed to Dan Nordquist (ORSO; nordquist@wsu.edu) or Mike Kluzik (ORA; mkluzik@wsu.edu). For additional questions about accessing the course, please contact Human Resource Services at hrrs.training@wsu.edu. Please contact Compliance and Civil Rights at ccr@wsu.edu if you have questions regarding WSU discrimination and sexual harassment policies.

Thank you again for your support of this initiative as we all continue our efforts to build a safe and inclusive workplace environment where the WSU research enterprise can thrive!

CC: Holly Ashkannejhad, Director, Title IX Coordinator
Sharyl Kammerzell, Chief Compliance and Risk Officer
Mike Kluzik, Director, Office of Research Assurances
Dan Nordquist, Associate Vice President and Deputy Vice President, Office of Research Support and Operations
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