Update Training



How do I view and update the training details for Key personnel?

There are two methods to review training in Fibi. The user can look at the Person record or the Proposal Summary to see more details.

Conflict of Interest and Effort Training classes must be taken and up-to-date in order for JHU to accept an award. It is important to be proactive in the identification of individuals who need to take updated training(s), however, if training is pending the proposal can still be submitted. If training is still pending at the time an award is granted, JHU will not be able to accept awarded funding.

View Conflict of Interest (COI) and Effort Training details through person record:



Click on the **eye** icon next to the Key person's name.

□ Click on the **Training** tab and scroll through the list of trainings until you see the appropriate course.

Person Details	Training	Degree
First Name		Middle Nar

View Conflict of Interest and Effort Training details through proposal summary:

- Look on the **Print Summary**, by clicking on the **More Actions** icon.
- Click on **Print Proposal**.
- □ Click on the checkbox next to **Proposal Summary Form**... and then click on **Print**. Columns will show with dates when the COI and Effort Training were taken.



To Update Training:

If **Training** shows as "Pending" for a PI or Key personnel on the General tab, the user can:



Click on the More Actions icon and choose Sync Person Training.



If training still does not show as "Complete," check the Proposal Summary for the dates. The training could be expired or the person entered could be incorrect. Check the JHEDID to confirm the person entered is the correct Key Personnel.

