

CITIIRBFAQ's

- x Why is it necessary to complete any education or training when conducting human subject research?

On October 1, 2000, the National Institutes of Health (NIH) instituted a policy requiring education and training on the responsible conduct of research involving human subjects for all key personnel on any NIH funded project. The University of Southern Indiana adopted a policy stating that any research involving human subjects be guided by similar principles and regulations.

- x How do I register with the CITI web based training module?

Visit the Office of Sponsored Projects and Research [website](#) to review the CITI Instructions PowerPoint. To begin the registration process you will search for the CITI program in the myUSI portal or visit www.citiprogram.org

- x What do I do once I have successfully registered with CITI?

See the CITI Instructions located on the OSP [website](#) to find out more about selecting/completing course and submitting completion reports/certificates

- x How do I print a copy of my completion certificate once I have completed all of the required module exams?

Once you complete an ENTIRE course, return to the Main Menu screen, and select My Records located on the Main Menu navigation bar at the top of the page. Follow this link to view and print your completion certificate and other training records. Print and retain a copy for your records. You will need to submit a copy of your completion certificate with each IRB application listing you as the principal investigator or co-investigator. You can log into CITI at anytime to retrieve your completion certificate.

- x How do I add additional or optional modules to my learner group?

Once you have logged into CITI you will see My Courses at the top of your Homepage navigation bar. Under the Welcome message, is a link to add an Institutional Affiliation. At the very bottom of the page, you will find links to several Learner Tools which include Add a Course and Remove a Course. Click the links and answer the questions to select the Human Subjects Research, Responsible Conduct of Research, or Laboratory Animal Welfare course that you would like to add.

- x What is an elective module?

Some learner groups require the completion of one or two elective modules. Researchers will have the option to choose which elective module(s) they would like to complete from a list provided by CITI. For example, elective modules are available for those researchers working with a vulnerable population. It will benefit each researcher to complete the elective module(s) specific to the vulnerable population they will be working with.

- x How long will it take me to complete the entire training course?

Each course is divided into several modules depending on the category your research falls under. Each module varies in the time it takes to complete. On average each individual module takes approximately 20-45 minutes to complete.

- x Do I have to complete an entire CITI course in one sitting?

No, CITI allows you to work at your own pace to complete the necessary modules and corresponding exams in each course.

- x What score is required to pass each module exam?

An average score of 80% or higher is required to successfully complete a CITI training course.

- x If I do not pass a module exam, can I retake it?

Yes, the test modules may be taken as many times as needed. When you complete the test and do not pass, you can select re-enter. This will allow you to select and retake any of the individual modules.

- x Are trainings certifications acceptable from external sources?

US affiliated personnel may select their own educational program to meet the IRB's educational and training requirements. However, researchers must submit documentation of training completion from external sources with each application submitted to the IRB for review. Documentation of training completion is required prior to protocol approval.

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