

Human Subjects Training – CITI Basic Course

Purpose:

Certification of training on the protection of human research participants at Iowa State University can be obtained by completing a free, web-based training course offered by the Collaborative Institutional Training Initiative (CITI). This training will help you identify research activities that involve human participants and help you understand how to protect the rights and welfare of all human participants involved in research. This document provides guidance related to enrollment and completion of this online course.

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Getting Started

Researchers affiliated with Iowa State University need to complete two steps in order to be added as personnel on IRB protocols:

1. Complete the required training within CITI and
2. Sign into IRBManager, ISU's online protocol system.

The remainder of this document explains how to fulfill step 1. To manage step 2, simply visit <https://iastate.my.irbmanager.com> and sign in using @iastate.edu credentials. This will allow IRBManager to import training records from CITI when the two systems sync each night.

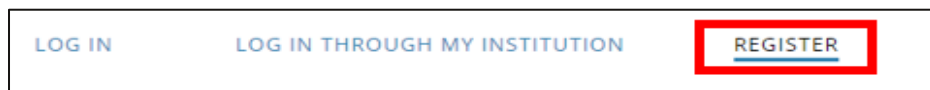
Training records for personnel who are not affiliated with Iowa State must be attached using the "Add New Non-ISU Contact" process described in the Key Personnel section of the IRB application.

Enrolling in CITI Training:

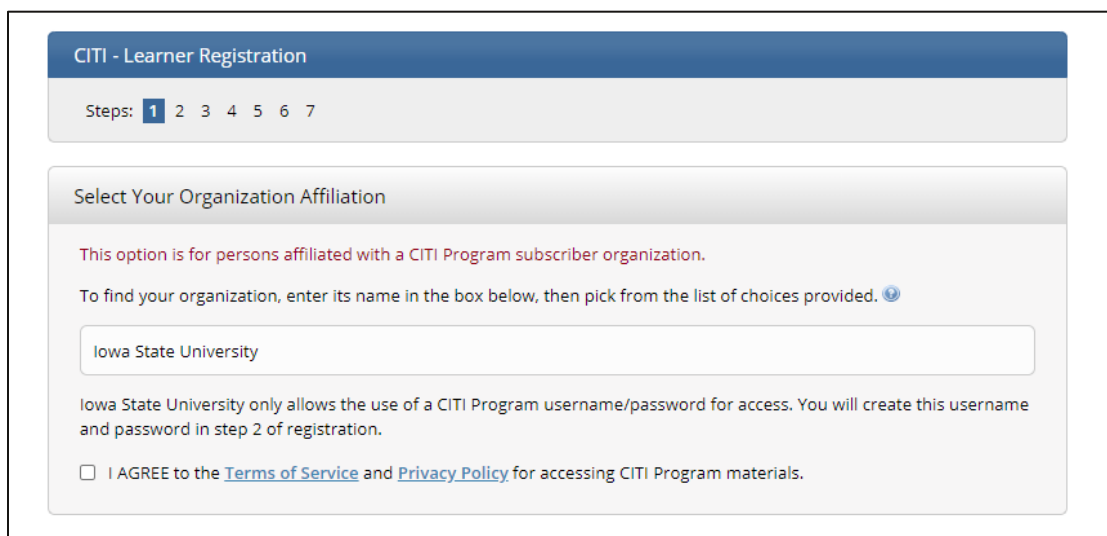
Creating your CITI account

If you are new to CITI you will need to REGISTER to create a new account using the following steps.

- Note: If you have a CITI account from another institution or one used for other CITI trainings (e.g. RCR, IACUC, COI) please see [Logging into your CITI account](#).
- Go to the [CITI training website](#).
- Click on the “REGISTER” button located on the top right of the page.



- Complete the [CITI- Learner Registration](#) steps.¹
 - Begin typing “*Iowa State University*” then select from the populated list.

A screenshot of the "CITI - Learner Registration" form. At the top, it says "Steps: 1 2 3 4 5 6 7" with "1" highlighted. The main section is titled "Select Your Organization Affiliation" and includes a red note: "This option is for persons affiliated with a CITI Program subscriber organization." Below this is a text box containing "Iowa State University" and a dropdown arrow. A note below the text box states: "Iowa State University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration." At the bottom, there is a checkbox labeled "I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials."

- **You must register for CITI using your iastate.edu email address as your primary address.**²

¹ CITI is not configured for Single Sign-On (SSO) with Iowa State.

² Non-Iowa State study personnel, not associated with another CITI member institution, may affiliate with Iowa State University to enroll in the training at no cost. Their training records must be manually uploaded into IRBManager (using the “Add New Non-ISU Contact” process in the Key Personnel section).

The iastate.edu email address serves as the link between your CITI profile and Iowa State University. Failure to register using your iastate.edu email address will prevent your training records from populating into IRBManager, which may delay IRB review. Proposed studies will not route to the IRB until the system recognizes training records for all key personnel.

- Enter remaining registration information.
 - Employee ID number is not required.
 - Note that it is not possible to change/edit your username once assigned.

The screenshot shows a web form titled "CITI - Learner Registration - Iowa State University". At the top, there is a progress indicator for "Steps: 1 2 3 4 5 6 7", where step 2 is highlighted. Below this is a section titled "Personal Information". A red asterisk note states "* indicates a required field." There are four input fields arranged in a 2x2 grid: "* First Name" (with a small icon to its right), "* Last Name", "* Email Address", and "* Verify email address". All fields are currently empty.

CITI initial Course Enrollment

There are several CITI courses available (e.g. Lab Animal Welfare, Responsible Conduct of Research, Conflict of Interest) that fulfill requirements for departments, other campus oversight committees, or outside funding agencies. However, **only the Human Subjects Protection Courses fulfill the IRB's Human Subjects Protection training requirements.** Read carefully when completing the course curriculum questions to ensure enrollment in the correct course(s).

Question 1: Human Subjects Protection. Most investigators should choose either “Biomedical Research Investigators” or “Social & Behavioral Research Investigators” depending on research focus.

- **Biomedical Research** – best if your research is primarily biomedical in nature
- **Social/Behavioral Research** – best if you conduct primarily social/behavioral/educational research

CITI Course Enrollment Questions

Question 1

Human Subjects Protection

If this is your first time taking the CITI course at Iowa State University, choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course of the Human Subjects Research for that group.

Choose all that apply

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- I want to take additional training
Please go to question 2.

I work with LabAnimal Welfare
Please go to the question 3.

CIP Continuing Education Credit

Note:

- *Only persons serving on the IRB (the board meeting to review proposed research) need to complete the “IRB Members” course.*
- *CIP Continuing Education Credit applies only IRB staff seeking to renew CIP credentials.*

If you are only enrolling in the Human Subjects Protection Basic Course you may **SKIP** the remaining 7 questions and scroll to the bottom.

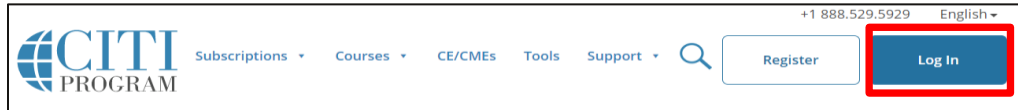
Courses may be added or removed any time following steps in the Add/Remove Courses section below.

Click “Complete Registration.”

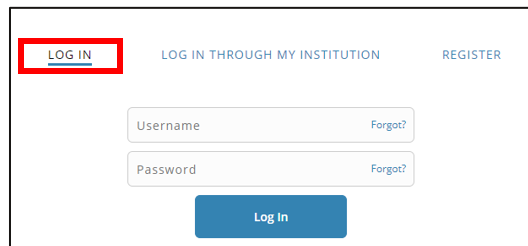
Logging into your CITI account

Go to the [CITI training website](#).

Click on the “Log In” button located on the top right of the page.



Then, using “LOG IN” enter your credentials or “Forgot” to retrieve your username or password.³

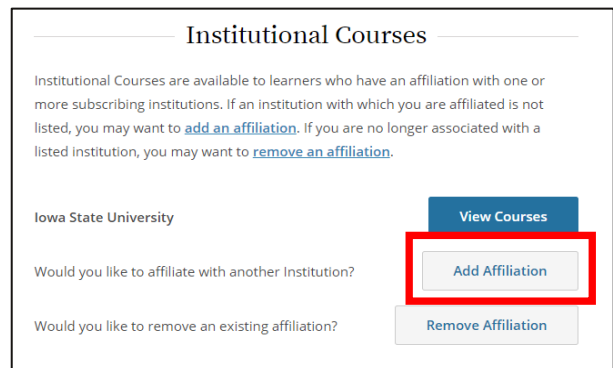


Following a successful log on, you will be on the “Institutional Courses” page. On this page you will see institutions with which you are affiliated (i.e. Iowa State University).

Transferring CITI training credit from another institution

If you have already registered with CITI at another institution, you may transfer credit for your CITI Human Subjects Protection training records (even if it says they are expired) to Iowa State by completing the following steps:

- Access your CITI account and click on the “Affiliate with another institution” link. Choose Iowa State University from the drop-down menu. When prompted, choose the human subjects research course completed at the other institution.
- Click on “My Profiles” at the top of the page and select “Change my email address.” Enter your ISU iastate.edu email address where prompted for the primary email address.



- Follow instructions to “Add a Course” to add the appropriate Iowa State Human Subjects Protection Basic Course (Biomedical or Social/Behavioral).
- Once you have added the ISU course, the modules will autofill those common to the Iowa State University curriculum.

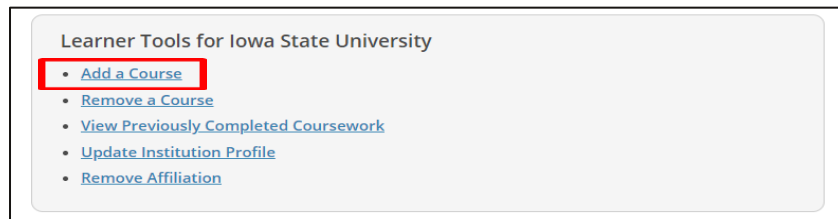
³ CITI is not configured for Single Sign-On (SSO) with Iowa State.

Adding/Removing Courses

From the Institutional Courses page select “View Courses.” Course enrollment is based on your responses to the CITI Course Enrollment Questions. Your courses are organized by: *Active Courses* (courses you have started but not completed), *Courses Ready to Begin* (those not yet started), and *Completed*.

Adding a Course:

To add courses, scroll to the “Learner Tools” menu at the bottom of the page. Select “Add a Course.”



“Add a Course” takes you to the CITI Course Enrollment Questions. **Questions 1 and 2** are relevant for Human Subjects Research Protections.

- **Question 1** - If you are not enrolled or have not taken the CITI Human Subjects Protection course at Iowa State select either **Biomedical** or **Social & Behavioral** (depending on your field of research).⁴
- **Question 2** is a Human Subjects Protection Refresher course that *may* be required by certain funding agencies. Only complete this course if you have previously completed the basic course and are required to renew or refresh training.
- **Questions 3-9** do not apply to the IRB or Human Subjects Protections, but may be relevant to your work or required by other oversight committees, your department, funding agency, etc.

After selecting the courses you want to add, you may scroll to the bottom (may SKIP irrelevant questions) and click “Submit.”

Clicking “Submit” enrolls you in the course(s) and CITI returns to the “Courses” page. Your added course(s) should appear under the “Courses Ready to Begin” heading.

CITI Course Enrollment Questions

Question 1

Human Subjects Protection

If this is your first time taking the CITI course at Iowa State University, choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course of the Human Subjects Research for that group.

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- I want to take additional training
Please go to question 2. I work with LabAnimal Welfare Please go to the question 3.
- CIP Continuing Education Credit

Question 2

Human Subjects Protection - Refresher

**Note: The Basic Research Course must be completed prior to taking this Refresher course.

- Biomedical Researchers - Refresher
- Social/Behavioral Research Course - Refresher
- I have not taken a basic course. Please go to Question 1.

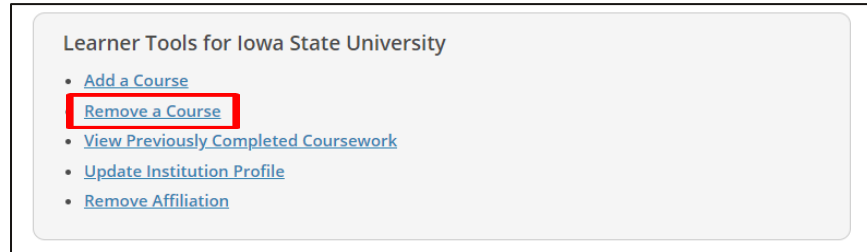
⁴ Only persons serving on the IRB committee (the board meeting to review proposed research) need to complete the “IRB Members” course.

*CIP Continuing Education Credit applies only IRB staff seeking to renew CIP credentials.

Removing a Course:

To remove courses, scroll to the “Learner Tools” menu at the bottom of the page. Select “Remove a Course.”

“Remove a Course” allows you to select courses for which you would like to un-enroll. Check those that you would like to remove.



Completing the Training

From the “Courses” page select “Start Now” for the course that you wish to complete.

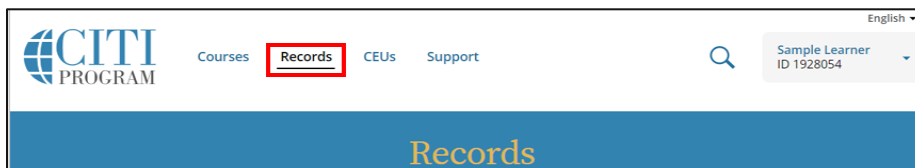


- Course completion involves a series of specified required modules and (at least) 2 elective modules of your choice.
- Required modules must be completed in order.
- Passing the course requires an 80% average score across the module quizzes.
- Many modules allow you to choose from an audio/visual format or “classic” text-based material.

| Required Modules | | |
|--|------------|-------------------------|
| Complete all 8 required modules. | | |
| Modules | Completed | Score |
| Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID 14777) | Incomplete | - Start |
| Data and Safety Monitoring in Human Subjects Research (ID 17433) | Incomplete | - Start |
| Populations in Research Requiring Additional Considerations and/or Protections (ID 16680) | Incomplete | - Start |
| Identifying and Assessing a Study's Research Ethics (ID 4400) | Incomplete | - Start |
| Elective Modules | | |
| Complete 2 of 23 elective modules. | | |
| Modules | Completed | Score |
| Research with Older Adults (ID 16502) | Incomplete | - Start |

Records

CITI automatically forwards completion records for Iowa State personnel into IRBManager.⁵ Manual forwarding of your completion report to the IRB is not necessary. However, investigators working on projects for which additional refresher courses are mandated should maintain documentation of training completion for study key personnel.



CITI offers two kinds of documentation to reflect a course completion: Completion Reports and Completion Certificates. Both are available from the Records tab.

- Completion Reports are "transcripts" that include all quiz scores. Part 1 shows scores at the time you completed and passed the course. Part 2 reflects any subsequent quiz attempts.
- Completion Certificates are "diplomas" that do not include quiz scores. They are more suitable for sharing on sites like LinkedIn.

Each Completion Report and Completion Certificate has a unique "verify" link that you can send to others to share your results (or use for online posting).

Additional Information:

[Human Subjects Training](#)

Iowa State University | IRB | Policies and Guidance

[Persons Required to Obtain IRB Training](#)

Iowa State University | Policy Library | Human Subjects

[Updated Guide to Getting Started](#)

CITI Program | Support

[Video: Updated Guide to Getting Started](#)

CITI Program | Support

Document History

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|-----------------|------------------|
| <i>Created:</i> | <i>6/25/2020</i> |
| <i>Revised:</i> | <i>8/16/2021</i> |

⁵ISU personnel must register in the CITI system using their jastate.edu email address, as this email serves as the link between the CITI and IRBManager user profiles.