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.

In this document:

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.[1]

- Go to the CITI training website.
- Click on the "REGISTER" button located on the top right of the page.

LOG IN	LOG IN THROUGH MY INSTITUTION	REGISTER

- Complete the CITI- Learner Registration steps.

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[1] 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.

- Begin by typing "Iowa State University." Then, select from the populated list. Note that CITI is configured for Single Sign On (SSO). When registering, select the SSO option if you have an ISU netid and wish to activate the SSO option.

- You <u>must</u> register for CITI using your <u>iastate.edu</u> email address as your primary/preferred address.[2]

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. Note that it is not possible to change/edit your username once assigned.

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 various departments, other campus oversight committees, or outside funding agencies. However, *only* **the Human Subjects Protection courses fulfill the IRB's Human Subjects**

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[2] Non-Iowa State study personnel, not associated with another CITI member institution, may affiliate with Iowa State University (the non-SSO option) to enroll in the free training. Their training records must be manually uploaded into IRBManager (using the "Add New Non-ISU Contact" process in the Key Personnel section of the IRB application).

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 their research focus.

  o **Biomedical Research** – choose this course if your research is primarily biomedical in nature.

  o **Social/Behavioral Research** – choose this course if you conduct primarily social, behavioral, and/or 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 to 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 that meets to review proposed research) need to complete the "IRB Members" course.*
> - *CIP Continuing Education Credit applies only to IRB staff seeking to renew CIP credentials.*

- If you are only enrolling in the required Human Subjects Protection courses, you may **SKIP** the remaining seven questions and scroll to the bottom.

Note: Courses may be added or removed at any time following the steps outlined 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" or "LOG IN THROUGH MY INSTITUTION" (if using SSO), enter your credentials or "Forgot" to retrieve your username or password.

Following a successful log on, you will be on the "My 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 your CITI Human Subjects Protection training records (even if it says they are expired) to Iowa State by completing the following steps:

- Log into your CITI account, and on the "My Courses" page, click on the "Add Affiliation" 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 your name at the top of the page, and select, "Profiles," from the drop down. Then, click the "Edit Profile" button. From here, update your "preferred" email address to your iastate.edu address.

- Follow the instructions under the "Adding a Course" section of this document to add the appropriate Iowa State Human Subjects Protection course (Biomedical or Social/Behavioral).

Once you have added the ISU course, any previously completed modules that are also included in the Iowa State University curriculum will autofill and display as completed. Any incomplete modules will need to be completed before CITI records will forward to IRBManager.

Adding/Removing Courses

- From the "My Courses" page, select "View Courses."

Courses displayed on this page are based on your responses to the CITI Course Enrollment Questions and are organized into three categories: *Active Courses* (courses you have started but not completed), *Courses Ready to Begin* (those not yet started), and *Completed Courses*.
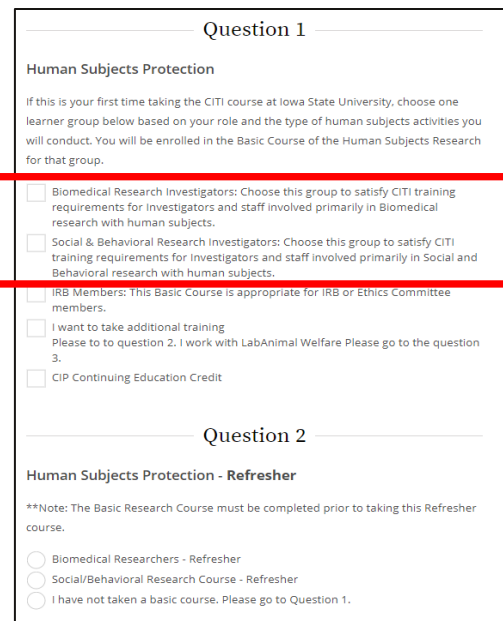
Adding a Course:

- To add a course(s), scroll to the "Learner Tools for ISU" section at the bottom of the page, and select "Add a Course." Doing so will take you to the CITI Course Enrollment Questions.

Learner Tools for Iowa State University
- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

- On this page, select the course(s) you want to add. **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).

    - **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 they may be relevant to your work or be required by other oversight committees, your department, funding agency, etc.

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 to 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.

- After selecting the course(s) you want to add, scroll to the bottom (SKIP irrelevant questions) and click "Submit."

Clicking "Submit" enrolls you in the course(s), and CITI returns to the "My Courses" page. Your added course(s) should then appear under the "Courses Ready to Begin" header.

Removing a Course:

- To remove a course(s), scroll to the "Learner Tools" section at the bottom of the "My Courses" page, and select, "Remove a Course."

- Then, select those courses for which you would like to un-enroll, and click "Submit."

Completing the Training

- From the "My Courses" page, click the "View Courses" button, which will take you to a list of all your courses.

- Then, click "Start Now" for the course that you wish to complete.

Human Subjects Protection course completion involves a series of specific, required modules and (at least) <u>two</u> elective modules of your choice.

Required modules must be completed in order.

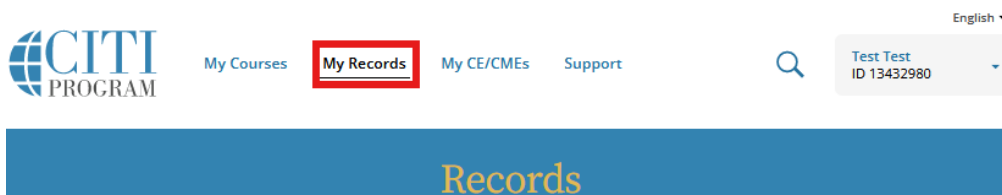To pass the course, you must achieve an 80% average score across all module quizzes.

Many modules allow you to choose from an audio/visual or a "classic," text-based format.

Records

CITI automatically forwards completion records for <u>Iowa State personnel</u> into IRBManager.[3] 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 the study's key personnel.

CITI offers two kinds of documentation reflective of course completion: Completion Reports (like transcripts) and Completion Certificates (like diplomas). Both are available from the "My Records" page.

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).

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[3]ISU personnel must register in the CITI system using their <u>iastate.edu</u> email address, as this email serves as the link between the CITI and IRBManager user profiles.

Additional Information:

Human Subjects Training
Iowa State University | IRB | Policies and Guidance

Updated Guide to Getting Started
CITI Program | Support

Video: Updated Guide to Getting Started
CITI Program | Support

Document History

Updated:	*7/10/2024*
Created:	*6/25/2020*