Illinois State University
Institutional Review Board
Step-by-step instructions for signing up for CITI Training for Participating in Human Subjects Research at Illinois State University
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Introduction

ISU is one of hundreds of colleges and universities across the country that subscribe to CITI to provide computer-based instruction and testing on various areas of research ethics and regulatory compliance. CITI courses are free to all members of the ISU community. ULIDs are not required to enroll. In addition to meeting specific IRB or IACUC requirements, instructors are encouraged to use CITI courses to enhance their research methods curriculum.

Courses cover human subjects research, vertebrate animal research, good clinical practice, HIPAA, and the responsible conduct of research (including academic integrity topics such as plagiarism and falsification of data). The courses do not have to be completed in one session. They are presented in a series of modules and may be exited and reentered as often as needed to complete the selected curriculum, with all progress being saved after each exit.

Once a course is completed, a completion report is available for printing from the learner's menu. This completion report remains in the system and can be accessed by the learner at any time. The completion report number, also referred to as the Reference Number, must be provided for all personnel on all new IRB protocol forms.

Human subjects courses are valid for three years. After the expiration of the required Basic course, individuals must either take the refresher course or retake the basic course. If you have completed CITI training through another institution, please contact the Research Ethics & Compliance Office at 438-2529 or rec@IllinoisState.edu to determine if additional modules may be required.
Sign-up

To start the CITI training, go to the website at: citiprogram.org

New users should click the “Register Here” link.

Returning users can login with their username and password or click on the “Forgot login information” link to retrieve a forgotten username or password.
Registration Questions 1–5

Registration question 1 will ask you to choose the institution you are affiliated with. In the “Participating Institutions” drop down box, select “Illinois State University.” You can leave the remaining drop down boxes blank. If you do not select ISU you may not see the correct course choices and we will not be able to see your course completion records, so make sure to select ISU.

Question 2: Using your ULID as your user name is helpful to keep track of completion reports but it is not required.

Question 4: Please enter your name accurately so we can verify your completion of the required training course(s)

Question 5: You may want to consider using a non-ISU e-mail address as your primary e-mail if you may not have access to your ISU account in the future (e.g., after graduation). If you choose to do this, you can enter your ISU e-mail address in the secondary e-mail field.
Registration Questions 6 & 7

Registration question 6 is directed at medical professionals. You should choose “No” unless you know for sure otherwise.

While you are required to answer question 7, participating in the survey is entirely voluntary, so answer however you choose.
Demographic Information

This page collects information for CITI to evaluate its programs. In particular, answering the question “Which course do you plan to take?” does not sign you up for any of the courses. You’ll do that on the next page.
Course Registration Question 1

This is the page where you register for the course(s) you need to take. Question 1 is where you select courses that are required for working on research overseen by the IRB.

If you are a **faculty** member working on an IRB protocol, you should take the “Educational, Social, and Behavioral research with human subjects” course.

If you are a **staff** member working on an IRB protocol, you should take the “Educational, Social, and Behavioral research with human subjects” course.

If you are a **student** working on an IRB protocol that requires review by the Full IRB, you should take the “Educational, Social, and Behavioral research with human subjects” course.

If you are a **student** working on an IRB protocol, you can take the “Educational, Social, and Behavioral research with human subjects” course or you may be required to take this course by your instructor or advisor.

The “Educational, Social, and Behavioral research with human subjects” course consists of 17 modules and may take about 4–5 hours to complete.

*You can come back to this page to change your selections at any time from the main menu.*
Question 1 is where you select courses that are required for working on research overseen by the IRB.

If you are a student, and you will be working on a protocol that is classified as Exempt or Expedited and your instructor or advisor has not told you otherwise, you can take the course “Students conducting no more than minimal risk research.”

The “Students conducting no more than minimal risk research” course consists of 3 modules and may take about 30 minutes to complete.

You can come back to this page to change your selections at any time from the main menu.
Question 1 is where you select courses that are required for working on research overseen by the IRB.

If you are an **IRB Executive Committee member** or an **IRB Department Representative**, you should take the “Institutional Review Board (IRB) members” course.

The “Institutional Review Board (IRB) members” consists of 33 modules and may take about 6–7 hours to complete. Please note that if you have already completed the “Educational, Social, and Behavioral research with human subjects” course, those modules will count toward the completion of the “Institutional Review Board (IRB) members” course without having to retake them.

*You can come back to this page to change your selections at any time from the main menu.*
**Course Registration Question 2**

Unless you have already completed CITI training in the past, you can ignore this question.

Question 2 is where you sign up for refresher courses for IRB training. If you are registering for CITI for the first time, select “None of the above, I am interested in other CITI training courses.”

The CITI training course completion is good for 3 years. Toward the end of that period, you will receive an e-mail from the CITI program notifying you when the completion will expire. You would then use this question to sign up for the refresher course.

*You can come back to this page to change your selections at any time from the main menu.*
Course Registration Question 3

If you are only trying to do the required training to be on an IRB protocol, you can ignore this question. Question 3 offers other courses relevant to working with human subjects. None of these are required by the IRB.

3. Additional Courses in the Protection of Human Subjects

Select any of the following courses in which you wish to enroll.
Choose all that apply
- Institutional Review Board (IRB) members
- Data or specimens only research
- None of the above, I am interested in other CITI training courses

4. Laboratory Animal Welfare Training

Question 4: Do you conduct studies that use laboratory animals or other vertebrate animals?

- If YES, then you must complete the Basic course Working...
Course Registration Question 4

If you are only trying to do the required training to be on an IRB protocol, you can ignore this question.

4. Laboratory Animal Welfare Training

Question 4: Do you conduct studies that use laboratory animals or other vertebrate animals?

- If YES, then you must complete the Basic course Working with the IACUC” and the appropriate species specific modules.

- If you are an IACUC Member you should complete the “Essentials for IACUC Members”.

- Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- The course “Working with the IACUC” is required if you plan to use lab animals in your research.
- If you are an IACUC Member you are required to complete the “Essentials for IACUC Members” course now.

Choose the appropriate species specific electives depending on your work or interests.

You can come back to this page to change your selections at any time from the main menu.
Course Registration Question 5

If you are only trying to do the required training to be on an IRB protocol, you can ignore this question.

Question 5 offers courses in the Responsible Conduct of Research (RCR). Please note that they do not fulfill any requirements for IRB training. They are also long.

Some research supported by grants may require completion of an RCR course. If this is the case you will be told which course to take.

You can come back to this page to change your selections at any time from the main menu.

This is the last question on this page. Click “Submit.”
Finish Sign-Up

This is the last sign-up page. It allows you to add another institution to your training list.

You have registered with the following institution(s):
- Illinois State University

At this point you can register with another institution. This could be very useful if:
- You are required to complete the requirements for a VA Medical Center.
- You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- You are planning to move to another institution that uses the CITI Program.
- You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check Yes to affiliate with another institution.
Check No to continue with your current selection.

You can always do this later, so click “No.”
Doing the CITI training

This is the CITI Main Menu

![CITI Main Menu](image)

**Reggie Redbird (Member ID: 2405457)**

**CITI Collaborative Institutional Training Initiative**

**Main Menu**

- This is the email address we have for you: rec@ilstu.edu. If this is not correct, click here to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one grade book per institution to track your progress in meeting the institution's coursework requirements (see below).

<table>
<thead>
<tr>
<th>Affiliate with another institution</th>
<th>Change login information</th>
<th>Click here to Apply for CME/CEU Credits</th>
</tr>
</thead>
</table>

**Illinois State University**

You have enrolled for the following courses:

<table>
<thead>
<tr>
<th>My Courses</th>
<th>Status</th>
<th>Completion Reports</th>
<th>CME/CEU Credits</th>
<th>Voluntary Satisfaction Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students - Class projects, Basic</td>
<td>Not Started - Enter</td>
<td>Not Earned</td>
<td>N/A</td>
<td>Not Available</td>
</tr>
</tbody>
</table>

From here you can take the courses, change/add institutions affiliated with...
This is the CITI Main Menu

- Add or change courses, complete optional modules, and more.

Illinois State University

You have enrolled for the following courses:

<table>
<thead>
<tr>
<th>My Courses</th>
<th>Status</th>
<th>Completion Reports</th>
<th>CME/CEU Credits</th>
<th>Voluntary Satisfaction Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students - Class projects,</td>
<td>Passed -</td>
<td>Print</td>
<td>CME/CEU</td>
<td>Please Complete Now</td>
</tr>
<tr>
<td>Basic Course</td>
<td>08/30/11</td>
<td></td>
<td>Credits</td>
<td></td>
</tr>
</tbody>
</table>

Add a course or update your learner groups for Illinois State University

Illinois State University Learner Utilities

- Optional Modules (completion is completely voluntary and will not count toward a completed course)
- Update my profile information for Illinois State University
- See a list of all modules that you have completed (goes back to approximately May 2005)
- Click here to see your previously completed coursework for Illinois State University
- Remove my affiliation from Illinois State University
If you are taking the “Educational, Social, and Behavioral research with human subjects” course, the menu should look like this. Please note that the name of the course in the menu is “Social/Behavioral Research Course, Basic Course.” If you have registered for other courses, they will also be displayed in this list.

Click on the “Enter” (or “Re-enter”) link to begin the course.
If you are taking the “Students conducting no more than minimal risk research” course, the menu should look like this. Please note that the name of the course in the menu is “Students - Class Projects, Basic Course.” If you have registered for other courses, they will also be displayed in this list.

Click on the “Enter” (or “Re-enter”) link to begin the course.
If you are taking the “Institutional Review Board (IRB) members” course, the menu should look like this. Please note that the name of the course in the menu is “IRB Member, Basic Course.” If you have registered for other courses, they will also be displayed in this list.

Click on the “Enter” (or “Re-enter”) link to begin the course.
Completion Reports

This is how you get the number to put on your IRB form.

When you have completed a course, it asks you if you want to print a completion report. This is how you get the CITI Training Completion Code that is required on the IRB protocol form. At the top of the list of modules, it will say “[Course Name] Passed on [Date] (Ref # [your completion code]).” It is probably a good idea to print this page out or save it as a file on your computer for your reference. It is not required to send this report in to the REC office as we can access your records electronically.
Back at the CITI Main Menu

You can access your completion report at any time using the “Print” link in the “Completion Reports” column.
Frequently Asked Questions

How long does the training really take?

We estimate that the “Students - Class Projects” course takes about half an hour, the “Social/Behavioral Research Course” takes 4–5 hours and the “IRB Member” course takes 6–7 hours. The actual time for you to complete the course will depend on your individual learning style, reading speed, previous familiarity with the protection of human subjects in research, and other factors. The training is very modular, so you can do as much or as little in one session as you desire.

How do I find my CITI training completion code?

You can find this at any time by logging into the CITI website. On the Main Menu page, click the “Print” link under the “Completion Reports” column for the appropriate course. On that page look for “Ref # 1234567)” where the number instead of 1234567 is your completion code.

I already took CITI training at another institution. Does that count?

Yes, it may. Use the “Affiliate with another institution” link from the main menu. Once you have selected ISU, we are able to see your training activity. You should then sign up for the appropriate ISU course. You will be given credit for any modules you have completed in the past 3 years. If you have completed all the required modules in a course it will automatically be marked complete after you sign up for it. If not, you will be required to complete any remaining modules.

Do you check all completion codes on IRB protocols?

The IRB may verify every completion code as time and circumstances warrant. Please note that falsification of CITI training completion reports is a violation of Illinois State University's Research Integrity Policy, and if discovered, will be responded to accordingly.

What is the Responsible Conduct of Research Course?

The Responsible Conduct of Research course covers topics such as: research misconduct, data management, conflict of interest, collaborative science, responsible authorship, mentoring, and peer review. This course does not fulfill IRB training requirements. It may be required for investigators working on specific grants.

What if I have a question that isn’t on this list?

Contact the Research Ethics & Compliance office at (309) 438-2529 or rec@IllinoisState.edu.