

CITI IRB FAQ's

- **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's adopted a policy stating that **any** research involving human subjects be guided by similar principles and regulations.

- **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.

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

See the CITI Instructions located on the OSPR website to find out more about selecting/completing course and submitting completion reports/certificates.

- **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-onto CITI at anytime to retrieve your completion certificate.

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

Once you have logged into CITI you will select, *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.

- **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 out of 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.

- **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.

- **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.

- **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.

- **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.

- **Are trainings certifications acceptable from external sources?**

USI-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.

- **If I have recently completed the USI Blackboard™-based tutorial on human subject research, do I need to retake the CITI web-based training?**

The USI Blackboard™ will no longer be accessible after October 4, 2010. The USI Blackboard™-based tutorial training is valid for only one year after completion. After one year you must complete the necessary CITI training course in order to submit an IRB application.

- **How often does the CITI training need to be completed?**

Continuing education will be required every three years. Once the initial CITI modules are completed, users will complete refresher courses every three years. CITI offers an automated alert system to remind researchers, via email, that refresher or recertification training is due.

- **Who should I contact if I am having technical difficulties with the CITI training program?**

CITI is a volunteer organization whose goal is to develop and distribute high quality, peer reviewed educational resources designed to raise awareness to the Responsible Conduct of Research for all members of the research team. CITI provides “Help Desk” support for users available during normal business hours to help learners with any problems they may have: (888-529-5929) or support@citiprogram.org.

Any questions regarding the CITI training courses that are not addressed in the FAQ’s can be emailed to OSPR at rcr@usi.edu.

CITI Resources:

- [CITI’s Guide to Getting Started](#)
- [CITI Support Contact](#)
- [OSPR’s CITI webpage](#)