

## Wright State University Human Subjects Protection CITI Training Requirements

Initial certification requirements for all Wright State **Biomedical – Intervention** investigators:

- CITI Module: Biomedical Research Investigators Basic Course
- CITI Module: Good Clinical Practice Course (Clinical Trials)
- CITI Module: IPS for Researchers
- CITI Module: Conflict of Interest

Initial certification requirements for all Wright State **Biomedical - Records Review/Non-Intervention** investigators:

- CITI Module: Biomedical Research Investigators Basic Course
- CITI Module: IPS for Researchers
- CITI Module: Conflict of Interest

Initial certification requirements for all Wright State **Social/Behavioral** investigators:

- CITI Module: Social/Behavioral Investigators Basic Course
- CITI Module: IPS for Researchers
- CITI Module: Conflict of Interest

Initial certification requirements for all Wright State **HUD Clinicians**:

- CITI Module: HUD Clinicians Course

Initial certification requirements for all Wright State Campus Investigators handling **HIPAA protected data** (and not affiliated with Premier Health, Dayton Children's or Dayton VAMC):

- CITI Module: Health Privacy (HIPAA)

**\*\*Note that if you conduct both biomedical and social/behavioral research you only need to complete the biomedical modules.**

### **Re-Certification Requirements - Wright State Investigators:**

- CITI Module: Biomedical or Social/Behavioral Refresher Course -**Every four years**
- CITI Module: Good Clinical Practice Refresher Course - **Every three years for Biomedical Intervention Researchers**
- CITI Module: IPS for Researchers - **Re-certification not required**
- CITI Module: HUD Clinician - **Re-certification not required**
- Conflict of Interest Refresher - **Every four years for all Biomedical and Social/Behavioral Researchers**

**\*\* Note that if you are a VA Medical Center (VAMC) or Dayton Children's Hospital (DCH) researcher, Wright State University will accept the completion of VAMC/DCH human subject training requirements in lieu of the above. \*\***

## Instructions for Using the CITI program

All investigators must successfully pass the applicable courses listed above.

CITI does not have to be completed in one sitting. You may start the modules, complete some of them, and come back later. CITI knows where you stopped and will highlight the next appropriate module for you.

In order to register at CITI, follow the steps below:

1. Open your internet browser and go to: [citiprogram.org](http://citiprogram.org) and click Log in.
2. If you are an employee or student of Wright State University, click on **Log in through your institution**. In the text field, begin typing Wright State University. Select the 'Wright State University' option and complete the registration process. Using your w# and password as your log in information.

If you are not a WSU employee or student, click on '**Register**'. In the Organization Affiliation field start typing Wright State, and select the 'Wright State University' option and continue with the registration process. We ask that you use your work (hospital) email address during registration.

3. Enter your full name (this will appear on the completion report so ensure it is correct).
4. Provide at least one email address (WSU email for employees or students; work email for external users). This email address will be used to reset passwords if needed and to notify you when certification is close to expiring.
5. Click the Submit button.
6. On the CITI Course Enrollment Questions page, choose 'Human Subjects Research (HRS)', then click Next.
7. Select the option that is most appropriate for your area of research
  - a) Biomedical course is for individuals who work primarily with drug and device studies.
    - i) Choosing this option will automatically register you for the following required courses:
      - (1) Biomedical Research Investigators
      - (2) Good Clinical Practice and ICH (GCP)
      - (3) IPS for Researchers
      - (4) Conflicts of Interest
    - b) Social Behavioral course is for individuals who do research primarily via surveys and interviews.
      - i) Choosing this option will automatically register you for the following required courses:
        - (1) Social/Behavioral Investigator
        - (2) IPS for Researchers
        - (3) Conflicts of Interest
      - c) OPTIONAL: Depending on your research you may be required to take the Health Privacy (HIPAA) course. Check with the IRB Office if you are unsure whether this course will be required for you.

Click Next when you have finished making your selections.

8. The My Courses page will list the courses you have selected. Click Start Now or Continue Course to Begin/Continue the course.
9. Complete the required modules and associated quizzes.

10. When all the modules within a course are complete, you will have the opportunity to print the completion report. You are advised to save this report and keep it for your records – noting the expiration date(s).

Instructions for affiliating with collaborating institution or former employers in CITI application:

It is possible for you to register for training at more than one institution. This might be very useful if you are:

- Affiliated with another institution such as a local VA that requires similar training.
- Collaborating with an investigator at another CITI participating institution.
- Transferring employment between organizations.

The advantage is that if the affiliated organizations require the same courses, you will only need to complete the courses once. The software will give you credit in each institution's curriculum.

You will receive a completion report from each institution when all requirements are met.

1. Open your internet browser and go to: <http://www.citiprogram.org>
2. Enter your username and password and click Submit.
3. The My Courses page has an 'Add Institutional Affiliation' option.
4. Select the institution/organization to affiliate with. To do this, type the institution name in the text box. Choose the correct institution from the options and check the box agreeing to the CITI terms of service and the box that affirms you are affiliated with the institution. Then click the Continue button.
5. Complete the member information.
6. The My Courses page will list the courses for which you have registered. Click Start Now or Continue Course to Begin/Continue the course.
7. Complete the required modules and associated quizzes.

\*\*Investigators must not let certification expire while conducting human subject research and should initiate the re-certification process at least two months prior to their current expiration date. Failure to maintain certification may result in a loss of research privileges. \*\*