

Wright State University Human Subjects Protection CITI Training Requirements

A. Initial certification requirements for all WSU Biomedical investigators:

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

B. Initial certification requirements for all WSU Social/Behavioral investigators:

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

**Note that if you conduct both biomedical and social/behavioral research you only need to complete modules listed under "A."

C. Re-Certification Requirements- WSU Investigators:

1. CITI Module: Biomedical or Social/Behavioral Refresher Course- **Every three years**
2. CITI Module: Good Clinical Practice Refresher Course- **Every three years for Biomedical Researchers**
3. CITI Module: IPS for Researchers- **Re-certification not required**

D. Conflict of Interest – ALL WSU Investigators:

4. CITI Module: Conflict of Interest – **Initial Training**
5. CITI Module: Conflict of Interest Refresher (Stage 2) - **Every four years for ALL Researchers**

** Note that if you are a VA researcher, WSU will accept the completion of the VA 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 access the Wright State University CITI training modules, you first must have a Wright State University username and password. To obtain this, click on the following link and follow the directions found there. <http://www.wright.edu/research/research-compliance/how-to-submit>

Once you have your username and password, complete the following steps to access your modules:

1. Open your internet browser and go to: <http://www.citiprogram.org>
2. Select your institution/organization. To do this, begin typing Wright State University, click the drop-down menu next to Participating Institutions and select Wright State University.
3. Create your CITI username and password.
4. Enter your full name (this will appear on the completion report so ensure it is correct).
5. Provide at least one email address. This email address will be used to reset passwords if needed and to notify you when certification is close to expiring.
6. Click the Submit button.
7. On the Select Curriculum page, choose from the following, then click Continue:
 - a. Biomedical course or Social/Behavioral course (required course, pick the option most appropriate).
 - i. Biomedical course is for individuals who work primarily with drug and device studies.
 - ii. Social Behavioral course is for individuals who do research primarily via surveys and interviews.
 - b. Good Clinical Practice (GCP)
 - c. IPS for Researchers (IPS) *Note there are many versions of this course. Click IPS first and then list of versions will appear. Only the IPS for Researchers module is the correct module.
8. The Main page will list the courses you have selected. Click Enter or Re-Enter to Begin/Continue the course.
9. Complete the required modules and associated quizzes.
10. When finished with all the modules within a course, 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 Main page has an 'Affiliate with another institution' 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 which appear, 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 Main page will list the courses you have selected. Click Enter or Re-Enter 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 three months prior to their current expiration date. Failure to maintain certification will result in a loss of research privileges. **