# Wright State University Human Subjects Protection

# CITI Training Requirements

WSU Investigators are required to complete CITI training prior to engaging in exempt and non-exempt research. If you are a new investigator, please complete either A or B to start. If you have been conducting research via the WSU IRB, the CITI training requirements were updated in 2019. Please review and make sure that your training meets the new standards.

1. **Initial certification requirements for all WSU Biomedical investigators:**

* CITI Module: Biomedical Research Investigators
* CITI Module: Good Clinical Practice and ICH (GCP)
* CITI Module: IPS for Researchers (This is the same as old HIPS course, if you completed HIPS after January 2018 you do not need to repeat. If HIPS completed before January 2018, please complete this IPS course.)
* CITI Module: Conflicts of Interest

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

* CITI Module: Social/Behavioral Investigator
* CITI Module: IPS for Researchers (This is the same as old HIPS course, if you completed HIPS after January 2018 you do not need to repeat. If HIPS completed before January 2018, please complete this IPS course.)
* CITI Module: Conflicts of Interest

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

1. **Re-Certification Requirements- WSU Investigators:**
2. CITI Module: Biomedical **or** Social/Behavioral Refresher Course- **Every three years**
3. CITI Module: Good Clinical Practice Refresher Course- **Every three years for Biomedical Researchers**
4. CITI Module: IPS for Researchers- Re-certification not required (This is the same as old HIPS course, if taken after January 2018 you do not need to repeat by taking IPS for Researchers.)
5. **Conflicts of Interest – ALL WSU Investigators:**
6. CITI Module: Conflicts of Interest – **Initial Training**
7. CITI Module: Conflicts 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 can start and do several modules and then quit and come back the next day. CITI knows where you left off and will highlight the next appropriate module for you. Click the Continue button.

1. Open your internet browser and go to: [http://www.citiprogram.org](http://www.citiprogram.org/)
2. Step 1 - Select your institution/organization. To do this, select the drop-down menu next to Participating Institutions and select Wright State University. Once you’ve chosen WSU, click both boxes agreeing to abide by terms and confirming your affiliation with WSU.
3. Step 2 - Enter your full name (this will appear on the completion report so ensure it is correct).
4. 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.

Click the Continue to Step 3 button.

1. Step 3 - Create your username and password. Click the Continue to Step 4 button.
2. Step 4 – Select your Country of Residence from the drop down menu provided. Click the Continue to Step 5 button.
3. Step 5 – Respond to questions regarding Continuing Education Units. Click the Continue to Step 6 button.
4. Step 6 – Respond to information requested by WSU. This question will ask you to choose the course you plan to take.
   1. Biomedical course or Social/Behavioral course (Required course, pick the option most appropriate).
      1. Biomedical course is for individuals who work primarily with drug and device studies.
      2. Social Behavioral course is for individuals who do research primarily via surveys and interviews.
5. Step 7 – Choose the following courses which are required for your area of research (see requirements at the beginning of this document):
   1. Good Clinical Practice (GCP) (Biomedical investigators only)
   2. Conflicts of Interest
   3. IPS for Researchers (IPS)
   4. Click Next.
6. Chose IPS for Researchers on this page. \*Note there are multiple versions of this course. Click Next.
7. Click on the Finalize Registration button.
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. Optional modules are not required and do not need to be completed.
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). You must submit these dates in InfoED as requested.

**The IRB Office is currently working to set up a system to include your completion dates in your InfoED user profile so that they will automatically be available for each new submission. But that is currently not fully operational. You may be asked to provide evidence of your training.**

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](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, select the drop- down menu next to Participating Institutions.
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.

\*\* Initial Certification is valid for 3 years or 4 years for Conflict of Interest. 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. \*\*

**Questions**

For questions regarding technical issues related to your CITI account, please contact CITI at 1-888-529-5929.

For questions regarding WSU requirements, please contact:

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