

Instructions for how to register and complete CITI Training for IRB/human subjects protections, IACUC/animal research, and IBC/Biosafety/Biosecurity

Please refer to these instructions as you navigate CITI's registration process and training programs.

- **IRB – (human subjects protections initial and continuing CITI training)** is required for all faculty, staff, and students involved in conducting human subjects research, including faculty sponsors supervising student researchers. Additionally, Institutional Review Board (IRB) members and Office of Research Services (ORS) staff supporting the IRB have training requirements.
- **IACUC – (animal research initial and continuing CITI training)** is required for all faculty, staff, and students involved in conducting research, research training, teaching, experimentation, biological testing, exhibition, and related activities at DePaul with live vertebrate animals. Additionally, Institutional Animal Care and Use Committee (IACUC) members, animal care technicians, and Office of Research Services staff supporting the IACUC have training requirements.
- **IBC (Biosafety/Biosecurity initial and continuing CITI training)** is required for all faculty, staff and students involved in conducting research or teaching activities that use biohazardous materials. Additionally, Institutional Biosafety Committee (IBC) members and Office of Research Services staff supporting the IBC have training requirements. Additional training requirements are also required for all personnel involved in shipping or transporting biohazardous materials.

DePaul uses the eProtocol system for online protocol submission. The system has the capability of integrating with the CITI educational program, such that any training you have completed will automatically be entered in our system. However, in order for the two programs to talk to each other, we need the profile you create in CITI to have two things: 1) your DePaul email (if you used a different email address when you created your profile) and 2) your DePaul user ID/Campus Connect user name (for most people this is the same as the beginning of your email address (jsmith1 if your email were jsmith1@depaul.edu) - but can be found in Outlook in the alias column.

Registration Process

1. Go to the CITI website at <http://www.citiprogram.org>.
2. If this is **NOT** your first time taking a course with the CITI program, because you are returning to complete training that was begun on a previous date, you took another CITI course at DePaul, or you took a CITI course at another institution, log in with your previously created CITI username and password, and **skip to step 5**. If you completed CITI at another institution please review CITI FAQ's [here](#). You may be able to transfer credit for completed modules from your previous institution to DePaul University. If you

have forgotten your login information, you may use the login information retrieval process built into CITI. **Do not create a duplicate account if you have already created one at DePaul.** Note: If you completed CITI training previously at another institution and you no longer have an affiliation with that institution, you may want to update your account information to your current email account. You may not be able to retrieve your login information if the CITI program has an older email address.

3. If this is your first time taking a course with the CITI program: Click on, "**Register**".
4. Complete registration steps 1-7.
 - a. Step ONE:
 - I. You will be asked to select your organization affiliation. Type DePaul University in the space provided. **If you do not select DePaul, ORS will be unable to access your training record.**
 - II. Then, after reading the Terms of Service, select "I AGREE to the Terms of Service for accessing CITI program materials."
 - III. Select "I affirm that I am an affiliate of DePaul University."
 - IV. Click on "Continue to Create Your CITI Program Username/Password."
 - b. Step TWO
 - I. You will be asked to give your name and email address(es). Please note you do not have to supply a DePaul email address; however, you should supply one which can be used to easily contact you in the event you need to retrieve your login information and in order to receive automated continuing education reminders. When you are done completing your information click on "Continue to Step 3".
 - c. Step THREE
 - I. You will be asked to create a user name, password, select a security question, and provide an answer for the security question. CITI requests the username be at least four characters long. Your password should be 8-50 characters long and it is case sensitive. If you forget your username and password at a later date, it may be retrieved through the CITI program. When you are done completing your information click on "Continue to Step 4".
 - d. Step FOUR
 - I. You will be asked to indicate your country of residence. When you are done selecting your country of residence, click on "Continue to Step 5."
 - e. Step FIVE
 - I. You will be asked whether you want to obtain continuing education unit (CEU) credit for the CITI Program courses and if CITI can contact you later regarding participating in research surveys. There is a cost to obtaining this type of credit. This type of credit might be needed for professional continuing education or professional certification (i.e., medical or nursing CEUs or Certified IRB Professional certification). **For most people at DePaul, the answer to this question will be NO.** Choose the response that

is best for you in regards to CITI contacting you at a later date to participate in research surveys. Then click on “Continue to Step 6”.

f. Step SIX

- I. You will be asked for some demographic information required by DePaul. Please make sure to complete the questions that have an asterisk (*) and indicate your DePaul Email Address –if you are DePaul affiliated. When you are done completing the information click on “Continue to Step 7”.

g. Step SEVEN

- I. On this page you will choose the courses you are interested in registering for, such as IRB/human subjects protections training or IACUC/animal research training. You may select more than one course if needed.
 - i. You will be asked to select the course(s) that are most appropriate to your role at DePaul and the type of research, teaching or other activity you are conducting.
 - a. **IRB/human subjects protections training:** Select this course if you are conducting research with human subjects (whether as faculty or student, Faculty Sponsor), an IRB member, or an IRB support staff working in the Office of Research Services.
 - b. **Good Clinical Practice (GCP) or the Health Information Privacy and Security (HIPS):** These courses are **optional** at DePaul. GCP training is for people who conduct clinical trials under the Food and Drug Administration’s (FDA) purview. HIPS training is for people who conduct research with or using medical information that would be protected under the Health Information Portability and Accountability Act (HIPAA). You may select these courses if you like, but they are not required.
 - c. **IACUC/animal research training:** Select this course if you are conducting research, research training, teaching, experimentation, biological testing, exhibition, and related activities at DePaul with live vertebrate animals, an IACUC member, an animal care technician at DePaul, or IACUC support staff in the Office of Research Services.
 - d. **Responsible Conduct of Research:** For most people at DePaul, **this course is optional**. This course is **REQUIRED IF** you are an undergraduate student, graduate student, or postdoctoral scholar receiving National Science Foundation (NSF) funding or funding through a National Institutes of Health (NIH) training grant. For all others at DePaul, this course is optional. RCR training discusses general research ethics topics such as authorship and plagiarism. If you are unsure whether or not you are

required to take this training, contact the Office of Research Services grants and contracts staff.

- e. **IBC/Biosafety/Biosecurity:** Select this course if you are conducting research or teaching activities with recombinant or synthetic nucleic acid molecules and/or biohazardous agents, or select agents or toxins, or you are an IBC member or an IBC support staff working in the Office of Research Services, or if you need Biohazardous agent shipping/transport training.
 - f. **Institutional/Signatory Official:** This course is tailored to the individual who serves as DePaul's Institutional Official (I.O.).
 - g. **IRB Chair Course:** This course is tailored to the individual who serves as DePaul's IRB Chair.
 - h. **Conflict of Interest (COI):** This course is optional. The course focuses on introducing the learner to the federal regulations regarding financial conflicts of interest.
- ii. After you select the course(s) you are interested in taking, click on "NEXT".

II. Next, you will be asked specific questions related to each course you selected. **NOTE:** Each course will ask specific question(s) separately.

- i. If you selected **IRB/human subjects protections training** you will be asked to indicate whether this is your first time taking CITI IRB/human subjects protections training at DePaul University.
 - a. **If this is your first time taking the training at DePaul,** select "NO, I have NOT completed the Basic Course." Then click "NEXT".
 - i. Select the learner group that is most appropriate to your role (Learner Group) at DePaul in the human subject protections program. If you have more than one role, such as investigator and IRB member, choose the one with the highest level of responsibility and highest number of modules (i.e. IRB member). If your role changes at a later date, you may re-enter CITI and update your role or Learner Group, which will change the number of modules you are required to take. Choose your role (Learner Group) from the following list:
 - IRB Members & IRB Staff
 - Faculty/Staff/Outside Collaborators/Students
 - ii. If you are only taking the IRB/Human subjects protection training, select "Next" and go to #6

below. If you selected another course continue to follow the instructions below specific to that course.

- b. **If this is NOT your first time taking the CITI IRB/Human subjects protection training at DePaul,** select “YES, I have completed the CITI Basic Course previously at DePaul University. It is time for me to complete the **Refresher Course.**” You will be required to take the Refresher Course if you have completed the DePaul CITI human subjects protections training at least three years ago. **NOTE: If you took CITI training at another institution you should select “NO, I have NOT completed the Basic Course.”**
- i. Next, select the **REFRESHER** learner group that is most appropriate to your role at DePaul. If you have more than one role, such as investigator and IRB member, choose the one with the highest level of responsibility and highest number of modules (i.e. IRB member). If your role changes at a later date, you may re-enter CITI and update your role, which may change the number of modules you are required to take. Choose your role from the following list:
- IRB Members & IRB Staff
 - Faculty/Staff/Outside Collaborators/Students
- ii. If you are only taking the IRB/Human subjects protection training, select “Next” and go to #6 below. If you selected another course, continue to follow the instructions below specific to that course.
- c. If you selected **Good Clinical Practice (GCP) or the Health Information Privacy and Security (HIPS)** you will be asked:
- i. To select the appropriate course(s) you would like to take. If you only want to take the GCP training, then select GCP. If you wanted to take HIPS training then select the appropriate learner group (your role at DePaul, e.g. Faculty, Students).
1. If you do not choose to take any additional training, select “Next” and go to #6 below in the Taking a Course section.
 2. If you selected one of these courses continue to follow the instructions below specific to that course.

- d. If you selected **IACUC/Animal research training** you will be asked:
- i. If you have taken the Basic Course in Lab Animal Research before.
 1. **If this is your first time completing the CITI Basic Course in Lab Animal research training at DePaul**, select “NO, I have NOT completed the Basic Course” Then, click “Next.”
 2. You will be asked to register for the appropriate Animal Care and Use Courses.
 - a. **IF** you are **investigators, staff, or students** you need to SELECT, **“Working with the IACUC.”** It will be the first check box on the page.
 - i. If you have more than one role in the Animal Care and Use Program, such as investigator and IACUC member, you will need to complete both groups of courses (“Working with the IACUC”, “Essentials of the IACUC Members”, and “Post-Approval Monitoring (PAM)”). **NOTE:** If your role in the protocol involves creating your own antibodies or conducting surgery you will be required to take the additional course(s) that discuss each subject. For instance, if you are conducting surgery, then register for “Aseptic Surgery.”
 - b. **IF** you are an IACUC member/IACUC staff you need to SELECT, **“Working with the IACUC”, “Essentials for IACUC Members”, and “Post-Approval Monitoring (PAM)”**. It will be the first three check boxes.

- c. You will be asked to register for the appropriate Species Specific Module(s).
 - i. **PLEASE NOTE:** You may take either the appropriate CITI species specific training, the appropriate AALAS species specific training, or faculty led species specific training – this training **MUST** be pre-approved by the IACUC. If you are a student, check with your professor **FIRST** regarding which training you should complete.
 - ii. If you are taking the CITI species specific modules then select the appropriate training module(s) and then click “Next.”
 - iii. If you are NOT going to take the CITI species specific modules then leave the check boxes under Species Specific Modules unchecked and click on “Next.”
 - ii. **If this is NOT your first time completing IACUC/animal research training at DePaul,** select “Yes. I have completed the CITI Basic Course previously at DePaul University. It is time for me to complete the **Refresher Course.**” You will be required to take the Refresher Course if you completed the basic animal course through CITI at DePaul at least three years ago.
 - 1. Select “Next” and then go to #6 below, if you did not select additional courses. If you selected another course continue to follow the instructions below specific to that course.
- e. If you selected **Responsible Conduct of Research (RCR):**
 - i. Please be reminded this course is **NOT REQUIRED** for most people and is completely optional. This course is **ONLY REQUIRED** for undergraduate and

graduate students or postdoctoral scholars receiving National Science Foundation (NSF) funding or funding through and the National Institutes of Health (NIH) training grant.

1. Select the learner group that is most appropriate to your role (Learner Group) at DePaul.
2. Select “Next” and then go to #6 below, if you did not select additional courses. If you selected another course continue to follow the instructions below specific to that course.

f. If you selected **IBC/Biosafety/Biosecurity** you will be asked:

- i. To select all the courses you would like. Select the course that fits your role at the institution. For example if you are an undergraduate student you will select “Undergraduate Students.” The choices in this section are:

- Faculty/Teaching Assistants/Lab Coordinators/Research Personnel (including Grad Students)
- Undergraduate Students
- IBC Member/Staff
 - *Shipping/Transporting Training If you will be responsible for shipping or transporting biohazardous materials, select the shipping/transporting course.*

After you have selected your course(s), click on “Next.”

- g. If you selected Institutional/Signatory Official, IRB Chair Course, or Conflict of Interest, click on “Next” and then go to #6 below.

Taking a course:

5. You will have to log into CITI using your username and password.
6. After logging in, you will now be on the Main Menu page. Click on “DePaul University Courses” for the list of courses you are register for to appear.
7. After you click on the course name, you should then see a list of modules that you are required to take based upon your role or chosen courses. You would click on each

individual module in a linear fashion in order to open and complete them. Click on “Complete the Integrity Assurance Statement before beginning the course” to complete the required Integrity Assurance Statement. After you complete the Integrity Assurance Statement you may begin the training.

- a. NOTE - If you start the training on one computer, but go to complete the course on a different computer, you may be asked to complete the Assurance Statement again. This is an added measure of assurance that the training is being completed by the same person. **(*For international collaborators, before entering the course, look at the top right corner of the page and click on “English” drop down menu to change your language preferences to your choice of language. Once you do this the instructions will be in the language of your choice. NOTE – IACUC/animal research & IBC/Biosafety/Biosecurity modules as well as some other modules are not translated to any other language).**
8. At the end of most modules (except the DePaul University module in some courses) there is a quiz. Complete the quiz. When you are ready to submit each quiz, click “submit.” The CITI program will provide you with the grade and correct answers for the quiz. You must select ‘submit’ for the quiz in order to obtain credit for completion of that module. For the DePaul module (when applicable to the course), even though there is no quiz, you must still select submit after reading the material in the module in order to signify that the module is completed. If you would like to re-take an individual quiz, you may do so.
9. You do not have to complete all the modules in one sitting. After you complete a module by taking the quiz and selecting submit, you may exit the program and return at a later time. The CITI program software will automatically save and track your progress and quiz scores. To log back into CITI, you will need your username and password.
10. When you have successfully completed all the required modules for a course, a series of optional modules will become available to you. You would click on the completed course name to see the list of optional modules. You should review the list of modules and take any that may be particularly applicable to your research. You may also take any additional modules based upon your interests.
11. If you get an overall score of 80% of the quiz questions correct, you will be allowed to download a Course Completion Certificate. If you did not get an overall score of 80% of the quiz questions correct, you may review the modules and retake the quizzes as many times as needed to obtain a passing score. Once you are allowed to obtain a Course Completion Certificate, you may print the Certificate as a PDF. This copy should be kept in your files or may be submitted to the PI of the study on which you are working. You do not have to submit a paper or e-copy of the Course Completion Certificate to the Office of Research Services (ORS). ORS will obtain email notification of your training as soon as you complete and submit the training on-line to CITI. ORS staff can access the training records directly through the CITI program at any time.