

## Mandatory Training and Education for Research Personnel

available through the  
[Collaborative Institutional Training Initiative \(CITI\) Program](#)

### Frequently Asked Questions (FAQs)

#### ***What is CITI?***

The Collaborative Institutional Training Initiative (CITI), founded in March 2000, was developed in collaboration with the University of Miami to provide a Web-based training program in human research participants' protection. In addition to the "Basic" content offered in biomedical & social/behavioral research areas, the CITI model provides the opportunity for institutions to post additional instructional materials specific to their institution.

#### ***Training Requirement***

Prior to submitting research protocols for review and approval by the CAU IRB, all Key Research Personnel listed on the project, regardless of their position, must complete the Web-based IRB Training Program in the Protection of Human Subjects in Research available at [CITI](#).

#### ***Why was CITI chosen to replace the NIH training certificate previously accepted?***

CITI is the most effective and comprehensive training program for the ethical conduct of research. As of October 2007, more than 830 institutions around the world utilize the CITI program. Investigators can log in to the system at their leisure and complete the training at their own pace. Also, institutions can incorporate their own materials and/or policies, tailoring the training to the institution's requirements.

#### ***Who is required to take the training?***

The training requirement applies to anyone conducting human subjects research activities at Clark Atlanta University. This means *all key personnel, including researchers and faculty sponsors*, involved in any human subjects research protocol must complete the CITI training. This includes all faculty, staff, assistants and students who are engaged in the planning, conduct, or analysis of the research, regardless of funding of the project. Board members and administrative staff of the IRB are also required to complete human subjects protection training through CITI.

***\*\*\*Undergraduate students assisting in research or conducting a course-related research are exempt for this training; the faculty instructor assumes responsibility for them. Graduate students conducting applicable thesis/dissertation research must take this training.***

### ***Do I have to complete the CITI training if my research qualifies for exemption?***

Yes. **ALL** investigators must complete the required human participant protections training through CITI. Investigators applying for exemption are not excused from the mandatory training requirement outlined in IRB policy.

### ***What does "institutional affiliation" mean?***

To complete the CITI training program, an individual must designate institutional affiliation. This means that the trainee is conducting research as a representative of a particular university or other institution which subscribes to CITI's training site. In addition, completion certificates will be forwarded to the designated administrative official at the affiliated institution.

Institutional affiliation for CAU faculty, students, and staff involved in research projects should be with **Clark Atlanta University**. This ensures that researchers complete the appropriate training modules required by Clark Atlanta University.

### ***What is a "learner group"?***

A Learner Group is a designation for all researchers and key personnel to be directed to the appropriate set of training modules. Currently, CAU has elected 4 CITI learner groups:

- **Social & Behavioral Research**
- **Biomedical Research**
- **Undergraduate Students**
- **IRB Members & Staff**

The training may be fulfilled for the learner groups by completing required modules. Each module takes approximately 30 minutes to complete. The training modules may be completed in steps by completing a module, logging out, logging in at a later time, and completing more modules. A passing score of 70% or better is needed to meet the CAU IRB training requirement.

### ***Which CITI training module should I choose?***

- **Biomedical:** This learner group is designed for Investigators who are involved in biomedical research, with a focus on normal or abnormal physiology and development. The Biomedical learner group is comprised of **9** modules. Biomedical research is designed to evaluate the safety, effectiveness, or usefulness of a medical product, procedure, or intervention, and may involve any invasive procedures (e.g. collection of tissue, urine or blood samples, dietary manipulation, exercise studies, etc.). There are also optional modules (e.g., research involving minors, prisoners and genetics) you may be required to take if appropriate to your studies. See summary of [CAU's Learner groups](#).
- **Social & Behavioral:** This learner group is designed for social and behavioral research that examines human society and the intrapersonal/interpersonal relationships that take place within that society. Social and behavioral research

projects commonly involve surveys, questionnaires, interviews, focus groups, etc., for data collection.

The Social and Behavioral Sciences track has **11** required modules. There are also various optional modules (e.g., research involving minors, research in public elementary and secondary schools, and internet research). If your research involves these topics, you will be required to complete the appropriate "optional" modules as well. See summary of [CAU's Learner groups](#).

- **Undergraduate Student:** This learner group contains **3** required modules. It is designed to give undergraduates an introductory overview of research ethics and respect for persons involved in research. See summary of [CAU's Learner groups](#).
- **IRB Members & Staff:** This learner group contains **4** required modules. It is designed for current or newly appointed members of the IRB, in addition to IRB administrative and support staff. Student researchers and faculty sponsors are not eligible for the "IRB Members & Staff" group. See summary of [CAU's Learner groups](#).

**If you still have questions or are unsure which learner group to select, please contact the IRB office at (404) 880-6979 or (404) 880-6829.**

### ***How do I start the Program?***

If you are a first-time CITI user, please review **instructions** on getting started. Log on to [Collaborative Institutional Training Initiative \(CITI\)](#).

### ***How long will it take to complete the course?***

According to CITI, the average learner spends 3.5 hours completing the Basic Course training modules. The refresher course takes, on average, 2 hours to complete.

### ***Do I have to complete all the modules at once?***

No. CITI allows for multiple sign-ins, so you can complete the training at your convenience. CITI will keep track of your place each time you log out of the system.

### ***Is there a passing score for the training modules?***

Clark Atlanta University's IRB office requires a minimal, cumulative passing score of 70%. Please remember that a quiz may be repeated to increase your score, but it must be done in one sitting.

### ***For how long is my training certificate valid?***

The basic course for any training module is valid for 2 years. After that, a refresher course of the appropriate learner group must be completed for recertification every 2 years.

### ***Do I have to send the IRB a copy of my completion report once I have completed training?***

Please upload a copy of your completion report on the IRBNet system when you submit an application. Log into the CITI site, under 'Completion Reports,' click print, and then click print completion report again. At the next screen, choose 'file' and 'save as.' Save the certificate to your hard or flash drive, so it may be uploaded to IRBNet.

If you've previously completed CITI training and your certificate is on file in the IRB office, **include the date training was completed in the appropriate section of your IRB application.**

***I received an e-mail from the IRB office stating that I completed the wrong training modules. How do I change my learner group, and will I have to complete additional modules for the correct learner group?***

You can **change** your learner group at any time in the CITI program. Log in to the program; click on "**Add a course or Update Learner Groups**," then click on the "**update group**" link. Select the appropriate learner group. The content of the training modules and quizzes are specific to each learner group. If there are any modules that weren't completed as part of the original learner group, you may have to complete additional modules to satisfy training requirements. If the "IRB Members & Staff" training was completed, there are no additional modules required for certification under the "Social & Behavioral" or "Biomedical" Research groups. Your training will be updated automatically and a confirmation e-mail will be sent to you from our office.

***I forgot my CITI password. Can I obtain my password from the IRB office?***

**No.** The IRB office does not have a record of passwords. However, CITI keeps your e-mail and password information on file. Log on to CITI (<http://www.citiprogram.org>), go to "Forgot Username or Password" and follow the directions to obtain your user information.

***I have previously completed CITI training while at another institution. Is my training certificate acceptable?***

**Yes,** provided the training was completed within the past 2 years. Please submit a copy of the completion report to the IRB office along with your application.

***Whom can I contact if I am having trouble with the CITI site or course?***

The CITI site is limited to **1500** concurrent users. If you try to sign in but experience difficulty, please try again at an off-peak time, such as an evening or weekend.

If you continue to experience problems, contact the CITI Office at [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu) or (305) 243-7970. If you have any questions about specific training requirements, contact the IRB office at [IRB@cau.edu](mailto:IRB@cau.edu) or call (404) 880-6979.