

INSTRUCTIONS FOR REGISTERING TO COMPLETE HUMAN SUBJECTS RESEARCH TRAINING THROUGH THE CITI PROGRAM

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Go to the CITI PROGRAM website - - <https://www.citiprogram.org/>

Please note – if you have any difficulty with the functionality of the CITI website, please check to make sure you are using a current version (issued in the last 3-4 years) of one of the following browsers: Chrome, Firefox, Internet Explorer, or Safari.



*The following instructions are intended for UNCW researchers and UNCW student researchers, or non-UNCW individuals who are collaborating on UNCW research. **If you are not legitimately affiliated with UNCW through an employment, academic or collaborative relationship, you are not authorized to use UNCW’s subscription to complete a course through the CITI Program. You must register as an Independent Learner and pay your own fee.***

Following are instructions for:

- individuals who do not have existing accounts in the CITI Program
- individuals who need to complete training on human subjects research in order to be eligible to obtain approval to conduct human subjects research through UNCW’s Institutional Review Board (IRB).

If you registered in the past in the CITI Program and would like to add a human subjects research training course to your learner’s menu, skip to “Part 2 – Selecting the Correct Course” below.

Part 1: Registering an Account

On the right of the CITI Program homepage, find the option to “Register.”

Step 1. CITI – Learner Registration Section

Select Your Organization Affiliation

UNCW researchers, UNCW students, and non-UNCW individuals collaborating on UNCW research may choose the University of North Carolina Wilmington as the participating institution. This allows you to complete the course using UNCW’s paid subscription, and allows your certificate of completion to be emailed directly to the IRB office.

TIP: University of North Carolina Wilmington will appear if you just type in “Wilm”

- Read the **Terms of Service** and check the box to agree.
- **Affirm** your affiliation with UNCW. *If you are not legitimately affiliated with UNCW as an employee, student or collaborator, please register as an Independent Learner.*

Select [Continue to Step 2](#)

Step 2. Member Information Section

The items in this section are self-explanatory.

Select [Continue to Step 3](#)

Step 3. Create Your Username and Password

TIP: Make note of your username and password, as it may take you multiple sessions to complete all of the required modules.

Select [Continue to Step 4](#)

Step 4. Country of Residence

TIP: Type in USA and “United States” will appear.

Select [Continue to Step 5](#)

Step 5. Continuing Education Unit Credit, Research and Marketing

Most taking this training course will not need CEU credit unless you are a professional in the field of medicine, psychology, nursing or social work where professional certification requires a certain number of CEU credits annually.

Answer the questions as applicable for your needs.

Respond as desired to the research and marketing questions.

Select [Continue to Step 6](#)

Step 6. UNCW-specific information

- Language Preference
Select a language preference.
- Role in Human Subjects & Animal Welfare research

Most who register for training will select principal or co-investigator, research assistant, student researcher (graduate or undergraduate), or lab research staff. Select student researcher only if a student will be the primary researcher working under the instruction of the principal investigator. If you have any questions about your role, please ask the principal investigator of the study.

- Phone
This information is not required.
- Which course do you plan to take?
Most who register will need the **Basic Human Subjects Protection** course. You should NOT select either of the refresher courses UNLESS you can provide documentation to the IRB office that you have already completed the basic course and qualify for the refresher course.

PLEASE NOTE: While the IRB encourages completion of the Responsible Conduct of Research course, this course is NOT required for human subjects researchers unless you are a student (undergraduate, graduate or Post-doc) who is working on research funded by the **National Institutes of Health (NIH)** or the **National Science Foundation (NSF)**. If you select one of these courses, you should do so only if you are as student working on research funded by NIH or NSF, if your professor has assigned it as a course requirement, or if you just have an interest to learn more about this topic.

Select

Continue to Step 7

Part 2: Selecting the Correct Course

Learners who already have a CITI Program account should select “Log In” from the CITI Program homepage, login with your username and password, select “Add a Course” from your learner’s menu. This will direct you to the CITI Course Enrollment Questions.

Select Curriculum

* indicates a required field.



CITI Course Enrollment Procedure

Step 7. Select Curriculum

You will see a few introductory instructions. After reading, scroll down the page until you see the CITI Course Enrollment Questions.

It is very important for you to select the correct enrollment questions so that you complete the correct course!

Question 1. Human Subjects Research - Full, Basic Course

You can skip to question 2 if you can provide documentation to the IRB that you already completed the full, basic course in the past and all you need are the refresher options. Select the most appropriate learner group:

- **Biomedical Research Investigators** group may be most appropriate for learners in the clinical research program or other program in the School of Nursing.
- **Social and Behavioral Research Investigators** group is appropriate for most research conducted at UNCW.
- **DO NOT** select the **Research with Data or Laboratory Specimens Only** learner group unless the principal investigator of your study has directed you to do so. This learner group **WILL NOT** qualify you to have contact with human subjects or work with identifiable data.
- **DO NOT** select the **IRB Member** learner group or **IRB Member Module** learner group unless you have been specifically instructed to do so by the UNCW IRB staff to qualify for serving on the Institutional Review Board.

Question 2. Human Subjects Research - Refresher Course

You should **NOT** select any of the refresher course options **UNLESS** you can provide documentation to the IRB office that you have already completed the basic course for human subjects protections and therefore qualify for the refresher course. Please note that the UNCW IRB does not currently have a requirement for periodic refresher training.

Question 3. Human Subjects Research - IRB Chair Course

DO NOT select "Yes" unless IRB staff specifically instructed you to do so in order to be eligible to serve as Institutional Review Board Chair.

Question 4. Lab Animal Research

Skip unless you will also work with live, vertebrate animals.

Question 5. Information Privacy Security

This course is only required when researchers conducting human subjects research collect sensitive data. Select an appropriate option **ONLY** if you have been instructed to complete the course or you know the data you collect is protected by HIPAA, FERPA or is in some other way considered sensitive.

Question 6. Responsible Conduct of Research (RCR)

While the UNCW Research Integrity Office encourages completion of the RCR course, **this course is NOT acceptable as a replacement for the Human Subjects Research – Full, Basic Course.**

This course **IS** required for students (undergraduate, graduate or Post-doc) who are working on any research funded by the National Institutes of Health (NIH) or the National Science Foundation (NSF). Select one of these courses **ONLY** if you are as student working on research funded by NIH or NSF, if your professor has assigned it as a course requirement, or if you just have an interest to learn more about this topic.

Question 7. Good Clinical Practice (GCP)

This is an optional course for researchers who will conduct social and behavioral clinical research.

Question 8. Conflicts of Interest

While the UNCW Research Integrity Office encourages completion of the Conflicts of Interest course, this course is NOT required. It is OK to skip this question.

Question 9. US Export Control

Select this course ONLY if you have been instructed to do so. This course is only recommended for individuals who are sharing technology with foreign nationals. It is OK to skip this question.

Question 10. Disaster Planning for the Research Enterprise

This course is recommended for researchers in any field of study, but is not required. It is OK to skip this question if you do not wish to complete this course at this time.

Question 11. Institutional/Signatory Official

DO NOT check either box unless someone from the UNCW Research Integrity Office specifically instructed you to do so based on your appointment to the Institutional Official role.

Question 12. Spanish Course

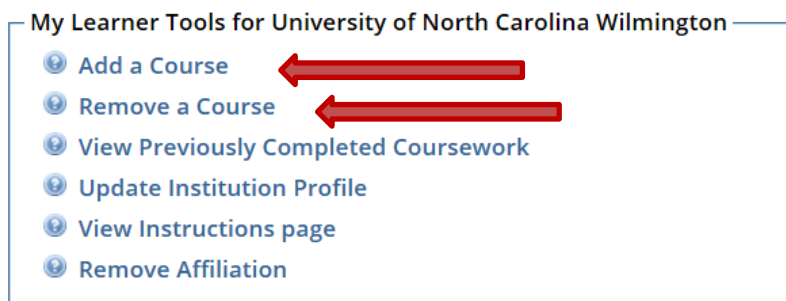
Select if needed.

New users will select [Complete Registration](#)

Returning users will select [Submit](#)

Congratulations! You have completed the registration process for the CITI Program! The Main Menu should appear on your screen and should list any course for which you registered.

When you see your main menu, verify that you have registered for the correct course. If you have not registered for the correct course, return to the enrollment questions by selecting the option "Add a Course." Remove the incorrect course by selecting "Remove a Course."



Please note that the human subjects protection courses may appear on your **Courses Ready to Begin** list under a title like, “Social/Behavioral Research Course” or “Biomedical Research Course.” To confirm that you registered for the correct course, click on the course title and review the course modules. There should be about a dozen for the full, basic course, and they should have titles like “History and Ethical Principles,” “Informed Consent,” “Research with Children,” etc.

When you have verified that you are registered for the correct course, you can use your Main Menu to find the courses you need to complete, update your profile information, add a new course, etc.

To get started, click on the title of your human subjects research or other course and complete the quizzes for each module. You must achieve an overall score of at least 80% to qualify for a completion certificate. You may go back and retake quizzes to improve your overall score.

TIP: Please retain a copy of your completion certificate for your records. Although the IRB will have record of your training completion, *it is ultimately your responsibility to be able to produce documentation of training, particularly if you transfer to another institution.*

TIP: *There is no need to submit a paper copy of your training completion certificate provided you affiliated with UNCW when you registered.* The IRB office receives daily emails from the CITI program showing all training completed by individuals who are affiliated with UNCW. HOWEVER, we strongly recommend that you retain a copy of your completion certificate in the event that you conduct research through another institution.

IRB Training FAQs

1. How often do I need to renew my training?

At this time there is no expiration to your completion certificate. However, this may change in the future.

2. Who do I send my completion certificate to?

If you are a research assistant on a project, the principal investigator may ask you to provide him or her with a hard copy of the completion certificate. You are strongly encouraged to keep a hard copy for your own records as well.

You are no longer required to submit a hard copy of your completion certificate to the IRB if you complete the CITI training and identify the University of North Carolina Wilmington as the participating institution. When you complete the course for which you registered, the research compliance office will receive an email notification directly from CITI. This notification is considered "official" documentation of your training.

However, if you completed the CITI training through a participating institution other than the University of North Carolina Wilmington, the IRB will not be able to access those records. There are several options available for this situation and you should contact the research compliance office at IRB@uncw.edu to see what is best for you.

Also, if you completed training through the National Cancer Institute site you must still provide a hard copy of your completion certificate if it is not already on file with the IRB, since there is no other way for the IRB to obtain this documentation. Please email certificates to IRB@uncw.edu.

3. Are Institutional Review Board members required to complete additional training?

The IRB Member learner group has more modules than any other group. IRB members must complete all of the required modules. If a new IRB member previously completed the Social & Behavioral Research Investigator learner group, the IRB member only needs to complete the additional modules required for IRB members.

If you have any confusion or difficulty with these instructions, please contact the UNCW Institutional Review Board at IRB@uncw.edu.