



# REGISTERING FOR HUMAN SUBJECTS RESEARCH TRAINING THROUGH THE CITI PROGRAM



Revised November 2020

**IF YOU ARE NOT LEGITIMATELY AFFILIATED WITH UNCW** through employment or academics (i.e., UNCW researchers, UNCW students) or a collaborative research relationship with UNCW researchers, **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.

**BEFORE YOU BEGIN:** For ease of access, 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.

**ALREADY HAVE A CITI ACCOUNT?** Skip to “Part 2 – Selecting the Correct Course” if you registered in the past for any other CITI courses and want to add a Human Subjects Research Training Course. After logging in to your CITI account, select “Add a Course” to go directly to “Course Enrollment Questions”.

## Part 1: New Users: Registering Your New Account

GETTING STARTED: Go to <https://www.citiprogram.org/>

In the upper right corner of the [CITI Program homepage](#), select “Register.”



### Step 1. CITI – Learner Registration Section

#### Select Your Organization Affiliation

Selecting the University of North Carolina Wilmington as the ‘participating’ institution ensures your certificate of completion will be emailed directly to the UNCW IRB office.

**TIP:** Type in **Wilm** and “University of North Carolina Wilmington” will appear at the top of the list!

- 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! It may take multiple sessions to complete all modules.

Select

Continue to Step 4

### Step 4. Country of Residence

**TIP:** Type in **USA** and “United States” will autofill the space.

Select

Continue to Step 5

### Step 5. Continuing Education Unit (CEU) Credit, Research and Marketing

- Answer the questions as applicable for your needs.

NOTE: Most taking this training course will not need CEU credits! These questions generally apply to professionals in the fields of medicine, psychology, nursing or social work whose organizations/employers require continuing education units/credits annually in order to maintain licenses or certifications.

- 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

Select your role in the research project (e.g., 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.

DO 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.

- **SPECIAL NOTE ON RESPONSIBLE CONDUCT OF RESEARCH COURSE:**

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)**.
- you are a student whose 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 “Select Curriculum”

## Part 2: New & Returning Users: *Selecting the Correct Course*

Select Curriculum

\* indicates a required field.



### Step 7. Select Curriculum

**REVIEW COURSE ENROLLMENT PROCEDURES IN CITI BEFORE PROCEEDING TO CURRICULUM SELECTION QUESTIONS.**

**THE REQUIRED COURSE TO CONDUCT HUMAN SUBJECTS RESEARCH IS THE**

### **Human Subjects Research – Full, Basic Course**

*The **Biomedical/Clinical research** course and the **Social and Behavioral research** course are both acceptable.*

**Question 1: Human Subjects Research - Full, Basic Course (*skip to question 2 for refresher options*)**

Select the most appropriate learner group:

- Biomedical Research Investigators:** appropriate for learners in the clinical research program or other program in the School of Nursing.
- Social and Behavioral Research Investigators:** appropriate for most UNCW research.

**The following 3 courses listed in Question #1 are *OPTIONAL UNLESS* your principal investigator or the UNCW Research Integrity Office require you to complete the course!**

- “Research with Data or Laboratory Specimens Only” (ONLY appropriate when you will have **NO** human subjects contact, including recruitment, obtaining consent, etc.)
- “IRB Members” (for IRB Committee Members only)
- “IRB Member Module” (for IRB Committee Members only)

**Question 2. Human Subjects Research - Refresher Course**

**DO NOT SELECT** 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 UNLESS** you have been appointed to the IRB as a committee chair and instructed to complete this course by the UNCW Research Integrity Office.

**Question 4. Lab Animal Research (*skip if not working with live, vertebrate animals*)**

**Question 5: Information Privacy Security (skip if not needed)**

**ONLY REQUIRED IF** collecting sensitive human subjects data (protected by HIPAA, FERPA or is in some other way considered sensitive) **OR** if you have been instructed to complete the course by the UNCW Research Integrity Office or the principal investigator of the study.

**Question 6: Responsible Conduct of Research (RCR) (skip if not needed)**

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.**

**SPECIAL NOTE ABOUT THE RESPONSIBLE CONDUCT OF RESEARCH (RCR) 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 a 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) (skip if not needed)**

**OPTIONAL:** Course for researchers who will conduct social and behavioral *clinical* research.

**Question 8: Conflicts of Interest (skip if not needed)**

**NOT REQUIRED:** 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 (skip if not needed)**

**OPTIONAL:** 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 (skip if not needed)**

**NOT REQUIRED:** 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 (skip if not applicable)**

**NOT REQUIRED UNLESS** you have been instructed to complete this course by the UNCW Research Integrity Office based on your appointment to the Institutional Official role.

**Question 12: Spanish Course**

**OPTIONAL:** Select if needed.

New users will select: **Complete Registration**

Returning users will select: **Submit**

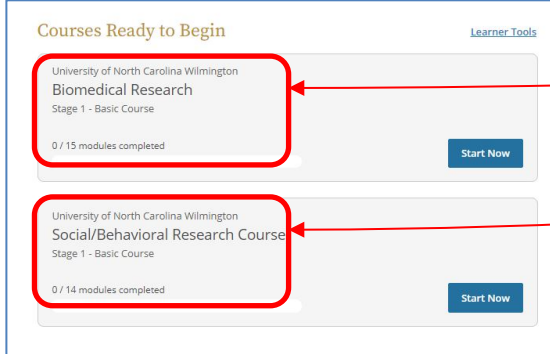
## **Congratulations!**

**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.**

## VERIFY THAT YOU HAVE REGISTERED FOR THE CORRECT COURSE

From your Main Menu, the course(s) you registered for will be listed.

In the example below, both the Biomedical Research *and* Social/Behavioral Research courses were selected.



The screenshot shows a section titled "Courses Ready to Begin" with a "Learner Tools" link in the top right. Two course cards are listed:

- University of North Carolina Wilmington  
Biomedical Research  
Stage 1 - Basic Course  
0 / 15 modules completed  
Start Now
- University of North Carolina Wilmington  
Social/Behavioral Research Course  
Stage 1 - Basic Course  
0 / 14 modules completed  
Start Now

Red boxes highlight the course titles and "Start Now" buttons. Red arrows point from the text above to these elements.

If changes/corrections are needed, scroll to the bottom of your Main Menu page to "Learner Tools" and select "Add a Course" or "Remove a Course" as needed.



The screenshot shows the "Learner Tools for University of North Carolina Wilmington" menu with the following options:

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Red arrows point from the text above to the "Add a Course" and "Remove a Course" options.

The courses for the curriculum you selected will be listed under "**Courses Ready to Begin**". To confirm that you registered for the correct course, click on the course title and review the course modules.

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

**TO GET STARTED:** Just click on the title of the course and you will be taken to the materials. Complete the quizzes at the end of each module.

**OVERALL SCORE REQUIREMENTS:** *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:** **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 or conduct research at another institution.*

**TIP:** **There is no need to submit an electronic copy of your training completion certificate to the IRB office 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.

## Part 3: IRB Training FAQs

1.	<b>How often do I need to renew my training?</b>	<p>Currently, UNCW has not imposed 'expiration dates' for any required Human Subjects Research courses you complete in CITI.</p> <p>Since there is no expiration for these courses, researchers are not required to complete the Refresher Course.</p> <p>However, this may change in the future. Check the Human Subjects Research (IRB) website for up-to-date training requirements.</p> <p>Go to: <a href="https://uncw.edu/sparc/integrity/irb.html#Training">https://uncw.edu/sparc/integrity/irb.html#Training</a></p>
2.	<b>To whom do I send my completion certificate?</b>	<p>If you are a research assistant on a project, the principal investigator may ask you to provide him or her with a hard copy or PDF of the completion certificate. You are strongly encouraged to keep a hard copy and/or PDF for your own records as well.</p> <p>You are NOT required to submit a copy of your completion certificate to the IRB if you identified the University of North Carolina Wilmington as your participating institution. See below if you completed CITI training while affiliated with a different institution.</p> <p>When you complete the course(s) for which you registered, the IRB office will receive an email notification directly from CITI. This notification is considered "official" documentation of your training.</p>
3.	<b>I completed CITI training through another participating institution. What do I need to do?</b>	<p>If you completed the CITI training through a participating institution other than the University of North Carolina Wilmington, the IRB will not receive an email notification of that completion nor will the IRB office be able to access those records in the CITI Program.</p> <p>You may either email a PDF of your completion certificate to the IRB office at <a href="mailto:IRB@uncw.edu">IRB@uncw.edu</a>, or upload a PDF into the Attachments section of the IRB application you are planning to submit to the IRB.</p>
4.	<b>I completed training through the National Cancer Institute site. What do I need to do?</b>	<p>You must provide the IRB office a copy of your completion certificate if it is not already on file with the IRB. There is no other way for the IRB to obtain this documentation. Please email certificates to <a href="mailto:IRB@uncw.edu">IRB@uncw.edu</a>, or upload it into the Attachments section of the IRB application you are planning to submit to the IRB.</p>
5.	<b>Are Institutional Review Board members required to complete additional training?</b>	<p>The IRB Member learner group has more modules than any other group! IRB members must complete all required modules. If a new IRB member previously completed the Social &amp; Behavioral Research or Biomedical Research course for the <i>Investigator</i> learner group, the IRB member only needs to complete the additional modules required specifically for IRB members.</p>

For more information, please contact the UNCW Institutional Review Board at [IRB@uncw.edu](mailto:IRB@uncw.edu).