CITI Training and Step-by-Step Instructions for www.citiprogram.org

All faculty/student/staff conducting or leading research that involves human subjects and is affiliated with Concordia University - Portland must have a CITI Human Subjects Research Training completion report. Training includes topics of ethical principles in human subject research and practical methods to reduce the risks research may pose to the participants while maximizing the benefits research brings to the participants and their community.

What is human subjects research?

Human subjects research is a type of human research where the researcher (the investigator) observes, obtains or creates private or personal identifying information on the subject (the participant). Human subjects research is conducted when there is intent to determine how different groups perform or individuals with certain characteristics or experimental treatments perform. A common characteristic of human subjects research is that there is an intent or future possibility to report the results to others who are not in the immediate working/institutional environment.

Human Subjects Research is regulated by Federal Regulations 45 CFR 46. Furthermore, 45 CFR 46 mandates that institutions have an institutional review board (IRB) to review and approve human subjects research (www.hhs.gov/ohrp/policy/ohrpregulations.pdf).

- If you are involved in or planning human subjects research, you must take the CITI training.
- If you are the primary faculty advisor or primary mentor (sometimes referred to as a faculty chair) for a student, fellow, candidate, or staff member, you must take the training, because you will have significant involvement in the development and execution of the research.

If you are uncertain whether or not you are conducting/planning human subjects research, you can fill out the CU-p IRB Step 1 Research Description Form (RDF) before you take the CITI training. Submit this to irb@cu-portland.edu. If after CU-p IRB review, you receive a Letter of Exemption, and you have no other human subjects research activity, you would not be required to take the CITI training.

Below, you will see answers to questions, such as: how do I register for the CITI training, what course? what are the quizzes like, how do I manage time, and now how is my training documented?

HOW DO I REGISTER FOR THE CITI TRAINING?

Go to www.citiprogram.org and register.

CLICK on “Register”.

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Register with organizational affiliation of Concordia University – Portland.

Type “Concordia”, then you will see “Concordia University - Portland” show up … click that, and it will fill this field. If you do not have a _@cu-Portland.edu email, then you must use “independent learner registration.” That is OK, but you will have to pay a fee. Therefore, try to use cu-Portland.edu email.

NOTE, all students, staff and employees (part-time and full time) have cu-Portland.edu email addresses. You can list your personal email for CONTACT email, but use your cu-Portland.edu email for your AFFILIATION email. If you do not know your CU email, please email IT support at support@cu-Portland.edu. If you do not have a CU email, please let the CU-p IRB know, at irb@cu-Portland.edu.

Fill in your info. Then, CONTINUE to Step 3.

You will be asked some questions about gender and race/ethnicity: you don’t have to answer, or you can if you want to help for their research/analysis. THEN, you will be shows a page to explain CITI program rules. There, you will have to sign saying you will answer the questions for yourself and not give the answers to other people.

WHAT COURSE DO I TAKE?

After you sign on and create your account (steps above), you will asked to provide an email address for your contact information. You can use your personal email as a contact email, but use your CU email as your affiliation email ( ____@CU-Portland.edu ).

If you are signed on by Concordia University – Portland, you will see the following course listed: Social and Behavior Science Research Ethics course (abbreviation = SBE).

That is the course you need. Click on that course.

If you had/have a CITI account with another organization/affiliation you can have your CITI training records transferred to CU-Portland. The training is good for three (3) years. After that, a refresher course is needed. If you have any questions, you can contact the CU-p IRB at irb@cu-Portland.edu.
WHAT ARE THE MODULES IN THE SBE COURSE AND WHAT ARE THE QUIZES LIKE?

For the SBE Course, there are 13 required modules. See the list below:

Click on a module. You will be given an article that will teach you the material. It will take you several minutes to read the material. The concepts can be complex and detailed. The questions you will be asked are certainly fair and answerable. At the end of the page that shows the article, you will see a link that asks what you want to do next.

For example, below is the LINK page at the end of the “Privacy and Confidentiality” module:

Click on “Take the quiz”.

Click on “Take the quiz...”. You will be taken to a 2-5 question quiz. The quizzes are multiple choice. As you progress, continue on to another module and take that quiz, until you complete all 13 modules. You can take a break anytime you want for as long as you want. The CITI program website will save your progress automatically.

WHAT IF I AM NERVOUS ABOUT THE QUIZES?

The goal here is to teach. Therefore, after you take the quiz, the next computer screen will give you the grade and correct answers for each of the questions. The computer screen will tell you which questions you got correct (with some commentary). The computer screen will tell you what is the correct answer, and why. This process if very informative. If you want to, you can go back to see the module again. You can re-read. Or, you can just scroll to the bottom and re-take a quiz for the module. The questions on the re-take quiz can be the same as the first time, or they can be different. The questions on any given quiz are presented to you at random, but many times the same questions appear. You need to achieve an overall grade of 80%. You can take and retake quizzes as you want. You can go forward and take other quizzes and then go back later to improve your score. Or, you can retake a given module’s quiz immediately. If you get less than 80%, it is best to go back to the module and retake this module before continuing on the next module.
HOW DO I MANAGE MY TIME?

You can take the SBE course modules either in one long setting or over a period of time, taking a few modules a day. Moreover, you can take modules out of order. For the quizzes, you can take them in order or out of order sequentially; however, there is a progression of ideas, so doing the modules in order might be a rational approach. You can take the quizzes all at once or re-takes done later on. In other words, how you manage your time is up to you.

Altogether, if you take the modules in one sitting, the SBE course takes approximately 5 hours. Each module takes about 10 minutes 40 minutes. Really, it depends on the person. For people who have studied this type of material before or have had a lot of real-life experience, people can just scan the module and get 100% on the quiz. That would make the process go very fast, of course. However, even if you have experience, please take a little time to read the module. Most everyone reports that the material is interesting and well written.

HOW IS MY TRAINING DOCUMENTED?

At the end of the CITI SBE course, you will get a completion report.

Your report(s) will remain stored in your CITI profile for your use. To see your reports in your profile, log into your profile at www.citiprogram.org website with your USER NAME and PASSWORD. A banner displayed on the top of the page has the tab “MY REPORTS”. Click on MY REPORTS. There, you will a link that will let you view your report(s). You can print/save reports as often as you like.

The CITI program will email The Concordia University - Portland IRB (CU-p IRB) about your completion and a link that shows your CITI Completion Report, including your score information. We will check to see that you have this CITI training when you begin any research proposal. You can email or telephone the CU-p IRB at irb@cu-portland.edu, if you have any questions or concerns.