



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

OFFICE OF THE INSTITUTIONAL REVIEW BOARD FOR RESEARCH ON HUMAN SUBJECTS

Collaborative Institutional Training Initiative (CITI)

Virtually all biomedical and social, behavioral and educational researchers, as well as institutional review board members, must take this online training in order to conduct human subjects research or to review such research. These are the directions for taking the CITI training. When you are finished with the training, save the **completion page** to your computer so it can be submitted when required. Beginning January 1, 2013, all Fordham University researchers and IRB members must submit a copy of their completion certificate with new and continuing reviews. Certificates from other institutions are acceptable if they haven't expired and relate to the present role the researcher i.e., a graduate student certificate is not valid for someone who is now a faculty member.

Go to www.citiprogram.org. This is what you will see. Click on **New Users Register Here**. You do not have to finish all the modules in one sitting, so the next time you go to this site you will go to **Already Registered? Login below**.

This is a portion of the next screen. Click the down arrow under **Participating Institutions** and choose Fordham University. Continue to fill out the other sections on this screen. At the bottom, click on submit.

The next screen asks a number of questions. You only have to answer the ones that have red stars. There are two that require a choice.

1. **Role in human subjects research:** There are 28 choices. Pick the most relevant to what you do in research. For IRB members, your choices are either IRB chair or IRB member. For everyone else engaged in human subjects research, the most popular choices are principal investigator (which includes co-principal investigators), student researcher graduate level, or student researcher undergraduate level. If you are an advisor to a student but not doing research yourself, choose principal investigator.
2. **Which course do you plan to take:** For most Fordham faculty and students the choice is the basic human subjects course – social and behavioral focus. However, if you are doing biomedical research, choose that one.

When you have finished the screen, click on submit.

The next screen asks you to choose the learner group. If you are taking the course for the first time, you are taking the **BASIC COURSE**. IRB members **MUST** take the IRB Member basic course.

The basic course expires in 3 years. The company will notify you of this by sending you an email to the email address you have given. If your CITI certification has expired, you can choose the refresher. However, **DON'T TAKE THE REFRESHER IF YOU HAVEN'T DONE THE BASIC**. You might be asked to produce the basic certificate as well as the refresher. After filling in question 1 or 2, click on continue.

Select Curriculum - Windows Internet Explorer

https://www.citiprogram.org/members/selectgroups.asp?strKeyID=95AF4AED-B8BF-4060-8A6C-3F4F4A6DE46F-13

File Edit View Favorites Tools Help

Web Search Bookmarks Settings Upgrade Your Toolbar Now Mail My Yahoo! Answers

Search Safe Weather Facebook Speedtest

Favorites Cool Runnings (1993) - Sou... Free Hotmail Get more Add-ons Free AOL & Unlimited Internet OUR TOWN Free Tetris Game Suggested Sites

Select Curriculum

Question 1 **Human Subjects Research**

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- ☐ **Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ **Students conducting no more than minimal risk research**
- ☐ **Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.
- ☐ **I have completed the Basic Course.**
Please go to Question 2.

Internet 125%

start IRB TASK FORCE REP... CITI Instructions.doc... Select Curriculum - Wi... Search Desktop 3:56 PM

This is the next screen you will see. Click on the word [Enter](#) underneath the words, [Not Started](#).

The screenshot shows a Windows Internet Explorer browser window titled "CITI Main Menu - Windows Internet Explorer". The address bar displays the URL: <https://www.citiprogram.org/members/mainmenu.asp?strKeyID=9D859F05-EF03-42B3-BC63-E0BEF4BE85D1-13247>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, bookmarks, settings, and social media. The main content area is titled "Main Menu" and contains the following text:

- This is the email address we have for you: llevy12@fordham.edu. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

Below the list, there are three links: [Affiliate with another institution](#), [Change login information](#), and [Change CITI Account Information](#).

Fordham University [View Fordham University instructions page](#)

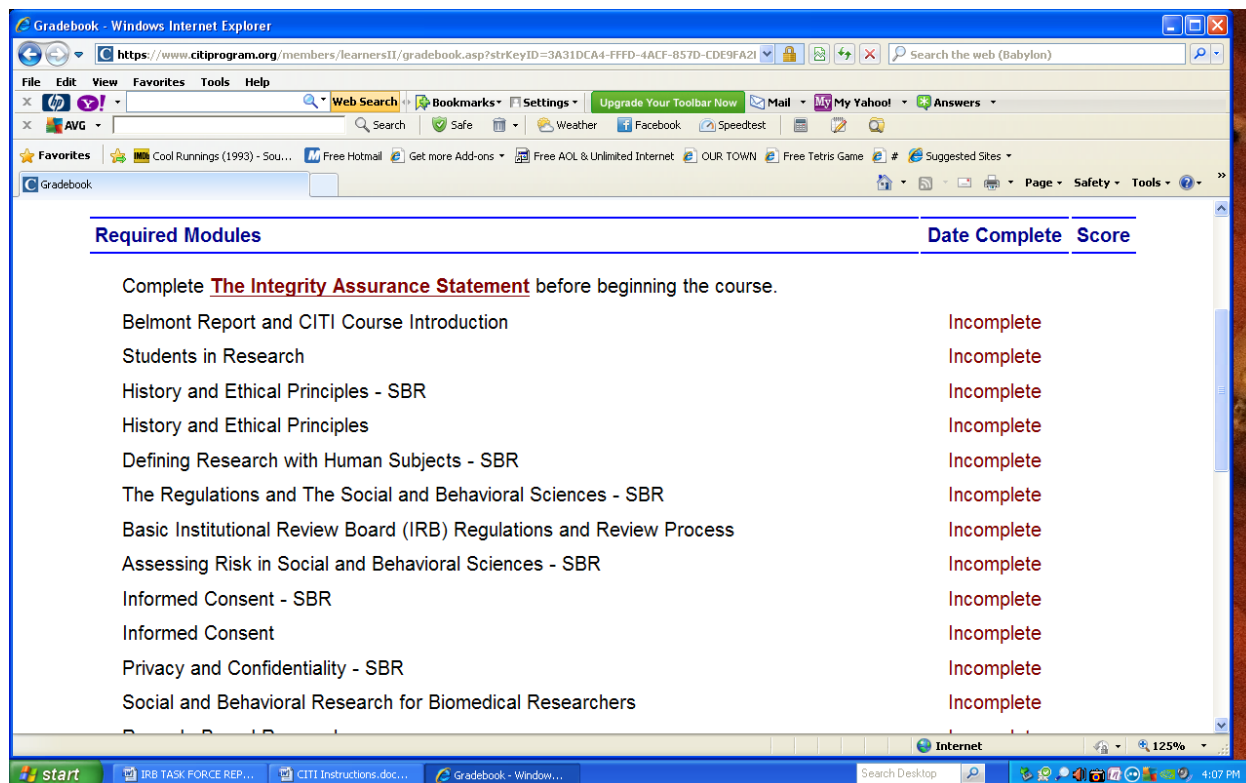
You have enrolled for the following courses:

My Courses	Status	Completion Reports	CE Credit Status	Voluntary Satisfaction Survey
IRB Member, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available

Below the table, there is a link: [Add a course or update your learner groups for Fordham University](#).

The Windows taskbar at the bottom shows the Start button and several open applications: IRB TASK FORCE REP..., CITI Instructions.doc..., and CITI Main Menu - Win... The system clock in the bottom right corner indicates 4:04 PM.

The next screen lists all the modules you must complete. This screen is for IRB members. There are fewer modules for investigators and students. Click on **The Integrity Assurance Statement**. When you have finished a module, the next module becomes highlighted. There is a 2-3 question quiz after each module. If you get too many incorrect, go back, read the module again and retake the quiz. Most institutions require an overall passing grade of 80%.



Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
Belmont Report and CITI Course Introduction	Incomplete	
Students in Research	Incomplete	
History and Ethical Principles - SBR	Incomplete	
History and Ethical Principles	Incomplete	
Defining Research with Human Subjects - SBR	Incomplete	
The Regulations and The Social and Behavioral Sciences - SBR	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete	
Informed Consent - SBR	Incomplete	
Informed Consent	Incomplete	
Privacy and Confidentiality - SBR	Incomplete	
Social and Behavioral Research for Biomedical Researchers	Incomplete	

When you finish, remember to save the completion report in order to be able to submit it with each study or, if you are an IRB member, to submit it to the IRB Director. You can go on and off as many times as you wish. The purpose of this online course is to make sure that everyone understands what human subjects protection really means. Protecting human subjects is not only an ethical issue; it refers to an agreement (a Federal Wide Assurance) signed by Fordham University with the government promising to abide by a set of federal regulations (45 Code of Federal Regulations 46). Bad research harms human subjects and can lead to an investigation by the Office of Human Research Protection (OHRP). If OHRP should investigate *one* researcher at Fordham University engaging in serious research noncompliance they can shut down all of Fordham's research not just the research study in question. This has happened to many academic and medical institutions such as University of Pennsylvania, UCLA, Johns Hopkins, Virginia Commonwealth University, CUNY, and Duke University. If research is halted it might mean a loss of funding for all sponsored studies.

If you have any questions or problems with CITI, please contact Michele Kuchera, IRB Manager, mkuchera@fordham.edu.