**CITI Training Requirements**

To access CITI training:

1. Go to: <https://about.citiprogram.org/en/homepage/>
2. Click on the link to Log In.
3. Click on the link to Register.
4. Select Mary Baldwin University as your Organization Affiliation.
5. Check the box to agree to the terms and privacy policy.
6. Check the box to affirm that you are an affiliate of Mary Baldwin University.
7. Click the link to continue to create your username and password.
8. Begin the registration process.
9. The last step of the registration process will ask you a series of questions that will select the courses that you need to complete. The courses that you will be required to complete is based on the type of research that you are proposing. Below are the different types of research and how you should answer the questions for each type of research. Once you have submitted your responses and completed the registration process, you will be directed to your new account home page. You will need to complete all of the courses under the “Courses Ready to Begin”. If you need to change your responses to any question, you can add and remove courses at the bottom of your home page. The chair of the IRB will be able to see when you have completed the courses.

***Types of research***

* Research using pre-existing, non-medical data:

This training is for individuals who are proposing research using pre-existing, non-medical data that is NOT related to public health nor clinical practice.

When you are asked to select the curriculum, please respond as instructed below for each question:

|  |  |
| --- | --- |
| Question | Selection |
| 1 | Research with data or laboratory specimens- ONLY: No direct contact with human subjects |
| 2 | None |
| 3 | Not at this time |
| 4 | Not at this time |
| 5 | IPS for Researchers |
| 6 | None |
| 7 | Humanities Responsible Conduct of Research |
| 8 | Yes |
| 9 | Revised Common Rule |

* Research using pre-existing, medical data:

This training is for individuals who are proposing research using pre-existing, medical data from a clinical practice.

When you are asked to select the curriculum, please respond as instructed below for each question:

|  |  |
| --- | --- |
| Question | Selection |
| 1 | Research with data or laboratory specimens- ONLY: No direct contact with human subjects |
| 2 | None |
| 3 | Not at this time |
| 4 | Not at this time |
| 5 | Select IPS for Clinicians, if you are a clinician or a clinic student  Select IPS for Researchers, if you are not a clinician nor a clinic student |
| 6 | None |
| 7 | Biomedical Responsible Conduct of Research |
| 8 | Yes |
| 9 | Revised Common Rule |

* Public health research

This training is for individuals who are proposing public health research.

When you are asked to select the curriculum, please respond as instructed below for each question:

|  |  |
| --- | --- |
| Question | Selection |
| 1 | 1. If you are using pre-existing data, then select: Research with data or laboratory specimens- ONLY: No direct contact with human subjects. 2. If you are going to be surveying or interviewing participants, then select: 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. |
| 2 | None |
| 3 | Public Health Research |
| 4 | Not at this time |
| 5 | IPS for Researchers |
| 6 | None |
| 7 | Humanities Responsible Conduct of Research |
| 8 | Yes |
| 9 | Revised Common Rule |

* Social, behavioral or educational research:

This training is for individuals who are proposing social, behavioral or educational research that is NOT related to public health nor clinical practice.

When you are asked to select the curriculum, please respond as instructed below for each question:

|  |  |
| --- | --- |
| Question | Selection |
| 1 | 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. |
| 2 | None |
| 3 | Not at this time |
| 4 | Not at this time |
| 5 | IPS for Researchers |
| 6 | None |
| 7 | Social and Behavioral Responsible Conduct of Research |
| 8 | Yes |
| 9 | Revised Common Rule |

* Biomedical research that is not a clinical trial and only involves interviewing or surveying participants:

This training is for individuals who are proposing biomedical research that will only include surveying or interviewing procedures.

When you are asked to select the curriculum, please respond as instructed below for each question:

|  |  |
| --- | --- |
| Question | Selection |
| 1 | Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects. |
| 2 | None |
| 3 | Not at this time |
| 4 | GCP – Social and Behavioral Research Best Practices for Clinical Research |
| 5 | Select IPS for Clinicians, if you are a clinician or a clinic student  Select IPS for Researchers, if you are not a clinician nor a clinic student |
| 6 | None |
| 7 | Biomedical Responsible Conduct of Research |
| 8 | Yes |
| 9 | Revised Common Rule |

* Biomedical research that is not a clinical trial, but does involve physical data collection from participants:

This training is for individuals who are proposing biomedical research that will involve either: 1. collecting anatomical or physiological data from participants, 2. having participants complete a physical activity, or 3. involving participants in a therapy.

When you are asked to select the curriculum, please respond as instructed below for each question:

|  |  |
| --- | --- |
| Question | Selection |
| 1 | Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects. |
| 2 | None |
| 3 | Not at this time |
| 4 | GCP – Social and Behavioral Research Best Practices for Clinical Research |
| 5 | Select IPS for Clinicians, if you are a clinician or a clinic student  Select IPS for Researchers, if you are not a clinician nor a clinic student |
| 6 | None |
| 7 | Biomedical Responsible Conduct of Research |
| 8 | Yes |
| 9 | Revised Common Rule |

* Biomedical research that is a clinical trial:

This training is for individuals who are proposing biomedical research that is a clinical trial of a therapy, medication, supplement, medical device, diagnostic tool or prognostic tool.

When you are asked to select the curriculum, please respond as instructed below for each question:

|  |  |
| --- | --- |
| Question | Selection |
| 1 | Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects. |
| 2 | None |
| 3 | Not at this time |
| 4 | Select the response that best represents your proposed research:   1. GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus) 2. GCP for Clinical Investigations of Devices 3. GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus) 4. GCP – Social and Behavioral Research Best Practices for Clinical Research |
| 5 | Select IPS for Clinicians, if you are a clinician or a clinic student  Select IPS for Researchers, if you are not a clinician nor a clinic student |
| 6 | None |
| 7 | Biomedical Responsible Conduct of Research |
| 8 | Yes |
| 9 | Revised Common Rule |

If you think that your research does not fit into any of the above categories, then please contact the IRB chair at [irb@marybaldwin.edu](mailto:irb@marybaldwin.edu).