CITI Affiliation Guide – Community Researchers

The “Greater Cincinnati Academic and Regional Health Centers” (GCARHC) CITI curriculum is the means by which UC has synchronized our CITI training requirements with other area institutions. The advantages of this alignment include:

- Reduced number of courses required for those conducting research at multiple institutions
- Single source for verifying training completions
- Single access for completing the required training
- Courses in common with the Cincinnati Veterans Affairs Medical Center (since the VA has to follow national requirements, they could not change to match what the GCARHC was offering, so the GCARHC reflects the VA training wherever possible)

The CITI curriculum is customized for you, based on the kind of research in which you are involved. A series of registration questions will identify the courses you need to complete.

If you have already done CITI training in the past, that information will be maintained in your training history. Refresher training will be offered as necessary in the future.

Using This Document: If you have never had a CITI account, begin with the section for “New CITI Users” below. If you are an existing CITI user (i.e. you have an existing CITI account from UC or any other institution), scroll down to the section labeled “Existing CITI Users” below (page 12).

New CITI Users

Begin at WWW.CITIPROGRAM.ORG. Click the Register button.
1. Use the drop-down list to select **Greater Cincinnati Academic and Regional Health Centers** as your Participating Institution. Then click the **Continue** button.

![Image of CITI registration form](image1)

Click the arrow to see the drop-down list.

2. Complete the “Personal Information” screen.
3. Complete the “Create your Username and Password” screen. You may create any username and password; it does not have to be your UC username and password.

You may create any username and password for CITI.

4. Complete the “Gender, Ethnicity, and Race” screen.
5. Read the information and complete the questions about “Continuing Education Units”.

6. Complete the profile information.

- Use the same main email address used on the “Personal Information” page (Step 3 above).
- UC does not track training by employee number. You may put anything in this field, even just “0” or “X”.
- Researchers in Private Practice or General Community should select “Other”.

Now you have set up your profile and are ready to answer questions about the kind of research you do.
The following affiliation (or registration) questions are about the research studies in which you are involved. Your answers will determine the courses assigned to you. Note it is NOT about your own ROLE in the research projects, but about the research projects themselves.

The first two paragraphs explain some of basic information regarding CITI affiliation.

The third paragraph asks whether you are required to complete Responsible Conduct of Research (RCR) training. This is required if you have an NSF or NIH grant. If your study has a different funding entity or has no funding you probably do NOT have to take this training. (If you are not sure whether you are required to take RCR training, contact Sponsored Research Services.)

Most researchers will select "No".

The four academic institutions listed here have the same set of requirements. The institutions listed in 8a have slightly different requirements.

If your research study is associated with UC, CVAMC, University Hospital (UCMC), CCHMC or Shriners, select “Yes”.
8a. If your research study is not involved with UC, CVAMC, UCMC, CCHMC or Shriners, indicate where your research involvement resides. Researchers from the following entities will skip the remaining questions and go directly to step 15 below.

9. If your research does not use lab animals, select "No".

9a. If you selected "Yes", what lab animals are involved in your research?
10. Some researchers at UC and University Hospital (UCMC) may have been instructed to complete Export training. **If you have been told to take Export training, select “Yes”. Otherwise, select "No".**

11. The next several questions inquire about the nature of your involvement with human subjects research, including interactions with research participants (including surveys or interviews) or the use of medical records, data sets, course artifacts, test scores, specimens, etc. that contain information which can be linked to specific individuals. **NOTE:** this is about the research, not just your own role.

12. This question will determine whether or not your research must abide by Good Clinical Practices guidance. **Select "Yes" if your research is subject to FDA oversight. Otherwise, select "No".**
13. Indicate whether or not you are involved in research being conducted outside the United States.

14. If your research study involves interaction with participants, select "Yes". If it is solely analysis of existing data with NO contact with participants, such as a review of records, say No. This is not about your own responsibilities.

14a. If you selected "Yes", what type(s) of people will participate in your research?
15. **Researchers should say No** to this question! Only voting IRB members and IRB office staff at UC or CCHMC should say Yes. IRB members and staff are required to complete ALL of the GCARHC CITI courses.

![CITI Learner Registration](image)

ONLY select Yes if you have been appointed to serve as a member of an IRB at UC or CCHMC or are support staff for such an IRB. **Researchers should say NO!**

15a. IF YOU HAVE BEEN ANSWERING THE QUESTIONS BECAUSE YOU HAD TO “Add a Course or Update Learner Groups” TO CORRECT YOUR COURSE LIST, YOU MAY GET THE FOLLOWING MESSAGE.

![CITI Program](image)

If you have already completed Initial training, select “Stage 3. Refresher 2”. Selecting “Stage 1. Initial” will assign Initial training to you all over again!!

After clicking “Submit” the same question might show again. Don’t worry, just look in the gray ribbon at the top of the page and click “Main Menu”. You should see the correct courses listed now.

16. Click “Finalize registration”, but **YOU ARE NOT FINISHED YET.**

![CITI Learner Registration](image)
17. CITI will send a confirmation email to the email address in your profile (step 3 above). You will need to respond to CITI's email (step 18 below).

18. Click the link in CITI's email message to confirm your email address and complete your registration.

19. Click "Here" in the CITI message. You will be taken to CITI's login page. Enter your username and password (set in step 3 above) to open your own Main Menu (home page).

20. Click the "Greater Cincinnati Academic and Regional Health Centers Courses" link to access your assigned curriculum(s). If you are affiliated with other institutions, their links will be shown here also.
21. Your **Main Menu** will list the courses assigned to you, based on your answers to the affiliation (registration) questions. The status of each course will be listed to the right of its title, in the **Status** column.

Click on the course’s title to enter the course. Click on the module’s title to open it. Read the material and take the quiz, and then go on to the next module. When you have completed a course its **Status** will change to "**Passed**". When all courses listed on your Main Menu have a **Status** of "**Passed**," you’re finished!

Be sure to **download or print your Completion Report** for each course to document your training, and keep your Reports with your CV or résumé. There is a "**Print**" link in the Completion Report column (to the right of the Status column) for every course that has been completed. You may print your own Completion Reports from your Main Menu at any time. Completion Reports are NOT archived by the IRB.

If you need to change your response to any of the affiliation questions, look below your list of courses. Click on the **"Add a Course or Update Learner Groups"** link to return to the questions (steps 7 through 15 above) and modify your answers.
Existing CITI Users

If you already have a CITI account, **DO NOT CREATE A NEW ACCOUNT**. Open your existing account at [WWW.CITIPROGRAM.ORG](http://WWW.CITIPROGRAM.ORG) using your existing username and password. If you have forgotten your username or password, there is a tool on CITI’s home page to have them re-set electronically and emailed to you. If your email address has changed, contact the IRB office ([Claudia.Norman@uc.edu](mailto:Claudia.Norman@uc.edu) or 558-5784) to reset it.

When you have logged in, on your **Main Menu** there is a link to **My Profiles**, where you can change your settings.

Also on your **Main Menu** there is a link for "**Click here to affiliate with another institution**". Select Greater Cincinnati Academic and Regional Health Centers, as shown in step 1 above. Continue through the questions presented to you, referring to the steps above.
FAQs

I took the "old" CITI training. Do I need to create a new userID for this "new" training?
No. If you have an existing account, please use it. If you have forgotten your username or password, there is a tool on CITI's home page to have them re-set electronically and emailed to you. See page 12 above. If your email address has changed, contact the IRB office (Claudia.Norman@uc.edu or 558-5784) to reset it.

I have already completed CITI training under "University of Cincinnati" (or some other institution). Do I need to do this GCARHC training?
Yes. Everyone must have completed the GCARHC CITI training as of December 1, 2009. Follow the instructions given above (page 12) for existing CITI users.

How long is my CITI training valid?
GCARHC CITI training is valid for 3 years. After that, refresher training will be needed on a 3-year cycle. All training expires on December 31 of the expiration year. CITI will send email reminders starting in July. Even if you do not receive them, it is your responsibility to keep track and do the refresher courses.

What will happen to the courses I have already completed?
They will stay in your account. To see them, log on as usual. On your Main Menu, look below your course list for the link "View Previously Completed Coursework".

How long will the GCARHC CITI training take?
It depends a great deal on the number of courses you need to take and how much you already know about human research subject protections. Some courses contain multiple modules and others contain just one. As a "rule of thumb," allow about 20-30 minutes per module.

IT IS RECOMMENDED THAT YOU DO A LITTLE AT A TIME. The system saves the modules you have passed. ALLOW PLENTY OF TIME. Do NOT wait until the last minute! IRB approval cannot be released until ALL members of your research team have completed their GCARHC CITI training.

Will I get CMEs or Contact Hours?
CME/CEU credits are available directly through the University of Miami (for a fee) for completion of the Human Subjects Protection Basic Course and for the Human Subjects Protection Refresher Course. Details are available via the CITI site.

How can I print my Completion Certificates?
Log on to CITI. On your Main Menu screen, find the course you took, look to the right under the column called Completion Reports, and click Print.

Sometimes I do social/behavioral research and sometimes biomedical research. Will this count for both?
Yes. Be sure that your answers to the registration questions reflect the diversity of research you could possibly do.

Whom do I contact with questions?
Claudia Norman, Senior Regulatory Compliance Specialist 513-558-5784 claudia.norman@uc.edu
Andy Gardner, IRB Manager 513-558-5105 anthony.gardner@uc.edu