

DEMONSTRATING KNOWLEDGE OF HUMAN RESEARCH PROTECTIONS

Everyone from the following institutions who is involved in research with human subjects must complete a series of CITI courses tailored to their kind of research and role within the research enterprise.

- University of Cincinnati
- The University Hospital
- UC Professional Practice Groups
- VA Hospital
- Shriners Hospital
- Cincinnati Children's Hospital
- The Christ Hospital

In CITI, this combined group is called Greater Cincinnati Academic and Regional Health Centers (GCARHC). **The CITI GCARHC courses replace the old CITI Core modules and the CPD Knowledge Exams.**

Time frame for meeting the requirement:

If you have never taken the old CITI modules or CPD test-out and are submitting a new research proposal CITI GCARHC must be completed before approval of your research can be released.

If you took the old CITI modules or CPD test-out but your 3-year certification is expired or expiring soon CITI GCARHC is the way to renew certification.

If you took the old CITI modules or CPD test-out but your 3-year certification does not expire soon CITI GCARHC must be done before December 1, 2009 even if your old certification was recently obtained. Approval of new submissions, modifications and Progress Reports will not be delayed if your CITI or CPD is current, but you still need to take the CITI GCARHC courses by December 1, 2009.

INSTRUCTIONS for taking the CITI GCARHC courses:

If you are new to CITI

1. Go to www.citiprogram.org
2. Click New Users Register Here
 - a. Complete Registration Steps 1-4 now
 - i. Select your institution
In Participating Institutions field, select Greater Cincinnati Academic and Regional Health Centers
 - ii. Select your Username and Password
Enter the Username and Password that you want
They do NOT have to be your UC username and password, but you DO need to be able to remember them
 - iii. Enter your name
 - iv. Enter your email address
 - v. Click Submit
 - b. CITI Course Registration
 - i. Enter the requested information
 - ii. For Primary Institution, select who pays your salary. You will be able to add other institutions on the next screen.
 - iii. For Employee Number, check with your employer; for UC employees it is your "M" number; if you are not employed by any of the institutions listed above, you may put anything in this field (even just a single letter or number)
 - iv. Click Submit
 - c. CITI Select Curriculum
 - i. Enter the requested information; your answers determine the courses assigned to you
 - ii. When all questions are answered you will go to the Main Menu

If you are already registered with CITI

1. Go to www.citiprogram.org
2. Enter your **Username** and **Password** and click Submit
3. Click Affiliate with another institution
 - a. Complete the registration information as outlined above
 - b. When your registration with GCARHC is complete you will see the Main Menu screen

Main Menu

1. From this screen you can manage your registration and courses
 - a. Click the appropriate link to begin a course
 - b. If you think you have been assigned courses in error, you may re-do the registration questions from this screen.
 - i. Look below Greater Cincinnati Academic and Regional Health Centers and click Add a course or update your learner groups
 - ii. Groups screen, look at the bottom of the page and click Update Groups
 - iii. Answer the questions in each successive screen until you get back to Learner's Menu
 - c. If the IRB requires you to take additional courses, perhaps because of a modification or new kind of research you have submitted, you may add the courses from the Main Menu (see above). The IRB will send written notification to any investigator needing to take additional courses. Most researchers will NOT need to take any additional courses.
2. You may do the courses in any order, but within each course the modules must be done in order. The CITI program keeps a record of each module and course successfully completed. When re-entering the site at another time, the completed courses will be shown. All must be completed with a score of 80% or higher to meet the requirement.
3. Enter the course, click the title of the module, read the material and take the quiz. You may re-take the quiz as many times as you want. The CITI program keeps the highest score.
4. When all the required modules have been completed, PRINT YOUR CERTIFICATE for the course. You will need to have it for the Regulatory File for your research study.
5. When all the required courses have been completed, PRINT YOUR MAIN MENU SCREEN showing that each course was passed and the date. SEND IT TO THE IRB to show your training is complete.

FREQUENTLY ASKED QUESTIONS

1. I have already taken training through a different on-line course, or through another source or at another institution not listed above. Does that count?
 - a. Sorry, no. To show up on our system, you must do the CITI GCARHC modules.
2. How long will the CITI training take?
 - a. It depends a great deal on the number of courses that have been assigned to you based on your answers to the Registration questions. Most courses have multiple modules. 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!
3. How can I print my Completion Certificate?
 - a. Log on to CITI. On the Main Menu screen, find the institution you were affiliated with when you obtained certification (large, bold blue lettering). Below that institution's name, click the link for Previous Coursework Completed. Then click See coursework completed for {the institution's name}. On the Course Completion History screen, find the course you took, look to the far right margin, and click Print Completion Report.
4. Sometimes I do social/behavioral research and sometimes biomedical research. Will this count for both?
 - a. Yes. You need to be sure that your answers to the Registration questions reflect the diversity of research you could possibly do.

CONTACT PEOPLE:

Claudia Norman, Regulatory Compliance Specialist	558-5784	claudia.norman@uc.edu
Deborah Quiñones-Stewart, Regulatory Compliance Analyst	558-6915	quinonda@ucmail.uc.edu
Julie Waltz Gerlach, IRB Director	558-2086	julie.gerlach@uc.edu
Andy Gardner, IRB Manager	558-5105	anthony.gardner@uc.edu