CITI Affiliation Guide – UC 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.

New CITI Users

1. Begin at WWW.CITIPROGRAM.ORG. Click the New Users Register Here link.
2. Use the drop-down list to select **Greater Cincinnati Academic and Regional Health Centers** as your Participating Institution. You may create any username and password; it does not have to be your UC username and password.

3. Proceed to **Step 3** in the instructions below for **Existing Citi Users** (on page 4) and follow the rest of the instructions.
Existing CITI Users

To create a new affiliation with the Greater Cincinnati Academic and Regional Health Centers (GCARHC), begin by logging into CITI at [WWW.CITIPROGRAM.ORG](http://WWW.CITIPROGRAM.ORG) with your existing username and password.

1. On your Main Menu, click **Affiliate with another institution** at the top of the screen.

2. Select “Greater Cincinnati Academic and Regional Health Centers” from the list of Participating Institutions, as shown below. Click **Submit**.
3. Update your member information profile (if prompted), and click **Submit**. The fields with asterisks are required.

UC does not track training by employee number. You may put anything in the Employee Number field, even just "0" or "x".

Select only one institution from this list.
4. The first screen explains some of the basic information regarding CITI registration. It also asks whether you are required to complete Responsible Conduct of Researchers (RCR) training. This may be necessary if you have an NSF grant / NIH training grant. If you’re unsure whether this requirement affects your grant, please contact Sponsored Research Services. Click **Next Question** to proceed.

![Select Curriculum - Greater Cincinnati Academic and Regional Health Centers](image)

If **No**: Skip to **Step 5** in these instructions.
If **Yes**: Continue to the next step in these instructions.

4.b. If you answered “Yes” to the previous question, identify your research area so the appropriate RCR curriculum can be assigned.

![What is the primary nature of your research involvement? Please select one.](image)

Choose one answer
- Biomedical
- Social and Behavioral
- Physical Sciences
- Arts and Humanities
- Engineering

**Next Question**  **Start Over**
5. The four academic institutions listed in Step 5 have the same set of requirements. The institutions listed in Step 5a have slightly different requirements.

5a. If you are not involved in research at the four academic institutions listed in Step 5 above, indicate where your research involvement resides.

5b. If you are not involved in research at the four academic institutions listed in Step 5 above, indicate the extent of your research involvement.
6. Indicate whether or not you are involved in research that uses animals.

Do you conduct studies that utilize lab animals?

Choose one answer

- Yes
- No

If NO: Skip to Step 7 in these instructions.
If YES: Continue to the next step in these instructions.

6b. This next question is intended to determine your specific research animal training so that the appropriate training can be assigned.

Indicate for which animals you would like to receive training:

Choose all that apply

- Mice
- Frogs, Toads, Amphibians
- Rats
- Swine
- Hamsters
- Gerbils
- Guinea Pigs
- Rabbits
- Cats
- Non-human primates
- None of the above

After answering this question, you would proceed to step 7 in these instructions.

7. Researchers at University of Cincinnati or University Hospital may have been advised to complete Export training.

Are you involved in research at UC or University Hospital and need to complete Export training?

(Note: if unsure OR if you do not know what export control is, please mark No.)

Choose one answer

- Yes
- No

Those who do not work at UC or University Hospital should select No.
8. Indicate whether or not you are either (1) involved in human subjects research (as opposed to other kinds of research), OR (2) are involved in a study that requires IRB approval.

9. Indicate whether or not you are involved in FDA-regulated research.

10. Indicate whether or not you are involved in research being conducted outside the United States.
11. If your research study involves interaction with participants, say Yes. If it is solely analysis of existing data with NO contact with participants, say No.

11a. Indicate whether or not you are involved in research that involves any of the following types of people who might need special protections by the IRB.

12. 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.
13. Your CITI Main Menu should now show your customized GCARHC curriculum. You may need to scroll down see to the Greater Cincinnati Academic & Regional Health Centers section. You are now ready to complete your CITI training.

If you think a course has (or has not) been assigned in error, click the “Add a course or update your learner groups” link to return to the questions and modify your answers. You would be taken back to Step 4 of these instructions.

At any time you may update your answers to the registration questions (for example, if you did not select “children” in Step 11a but now you will be involved in a study that includes children). Just click the “Add a course or update your learner groups” link to return to the questions and modify your answers. You would be taken back to Step 4 of these instructions.

You may print any course's Completion Report from the Main Menu screen. Completion Reports list each module included in that course, the dates they were completed and the scores on each module's quiz. Completion Reports should be kept in the study file and with the researcher's CV or résumé.

If the IRB asks for documentation of your CITI training, you may provide a screen print of your Main Menu screen because it shows all the courses you were assigned, and when they were passed. Or, you may provide the Completion Report for each course.
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 can’t remember your username or password, go to www.citiprogram.org and click Forgot logon information. CITI will send it to you by email. If you have other issues, please contact the IRB office.

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. The GCARHC CITI training will be valid for 3 years. After that, refresher training will be needed on a 3-year cycle.

What will happen to the courses I have already completed?
They will stay in your profile. To see them, log on as usual. Scroll down to the bottom of your Main Menu and click Previous Coursework Completed; "all modules" will show everything you have done.

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 the Main Menu screen, find the institution you were affiliated with when you obtained certification (large, bold blue lettering). Below that institution's name, 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