

## CITI FAQs

### Who is required to complete CITI training?

All principal investigators, co-investigators, (anyone involved in the design, conduct, or reporting of the research, or having significant interaction with subjects) including personnel obtaining informed consent listed on the IU IRB application will need to complete CITI training. This includes undergraduate and graduate students. Initial and continuing education (every 3 years) will be required.

### How often does training need to be completed?

Initial and continuing education (every 3 years) will be required. Once the initial CITI modules are completed, users will complete refresher courses every three years. CITI offers an automated alert system to remind learners, by email, that refresher or recertification training is due.

### How do I get started?

The register for CITI training, please visit REEP: Educational Opportunities at [http://researchadmin.iu.edu/REEP/reep\\_citi.html](http://researchadmin.iu.edu/REEP/reep_citi.html)

- You will be asked if you have an IU Network ID and Password.
  - If you select “no” you will be directed to the CITI website to create a username and password. You will need to select IU as your institution, and use the specific campus on which your research will be conducted.
  - If you select “yes” you will be prompted to enter your IU Network ID and Password.
- Once you access your CITI account:
  - You will select a “Learner Group” that correlates with your type of research. CITI will automatically generate the modules you are required to complete.
  - Follow the instructions to begin the course you selected.
  - The modules you’re required to complete will be listed under the learner group in “My courses”.
  - Select “Enter” under the “Status” Column of your course to enter.
  - Complete the Integrity Assurance module. You can’t start the modules without agreeing to this.
  - Complete all required modules.
  - Use the “View/Update your Learner Group” link to select or modify your learner group.
  - To add optional modules:
    - On the main screen, under “Indiana University-East Learner Utilities” select “Optional Modules”.
    - From the list of optional modules, select the ones that apply to the type of research you conduct and/or the research population you work with.
  - Once you complete the course, Completion information will be captured by the CITI database and will be accessible to authorized Research Compliance Administration staff.
  - To view your completion history and obtain a certificate of completion, follow the link on the Main Menu to “Print” your Completion Report.

- Print and retain a copy for your records.

### **How long will it take to complete?**

Depending on the track you choose and the specifics of your research, the training will take approximately one and a half to three hours to complete. Each module may take 10-30 minutes to read through and complete the quiz. The number of modules you'll be required to complete depend on your research type and population.

### **Which course curriculum do I choose?**

There are two educational tracks for researchers: Biomedical or Social and Behavioral. You should choose the track that correlates best with the type of research in which you are involved.

### **Are there specific requirements if I work with vulnerable populations?**

Yes. If you work with vulnerable populations: prisoners, children, cognitively impaired, or pregnant women and fetuses in utero, there are optional modules that will need to be completed.

- To complete these modules:
  - On the main screen, under "Indiana University-East Learner Utilities" select "Optional Modules".
  - From the list of optional modules, select the ones that apply to the vulnerable population/s you work with.

### **Are there other optional modules I may need to complete?**

Yes. There are optional modules based on the type of research you conduct and the research population you work with. You will need to review the optional modules for your education track and determine what needs to be completed. You can complete the modules while completing your initial CITI testing, or you can complete them after your initial CITI testing is over.

- To complete these modules during initial testing:
  - Select the "Elective Modules" listed under the Gradebook.
- To complete these modules after your initial CITI training is completed:
  - On the main screen, under "Indiana University-East Learner Utilities" select "Optional Modules".
  - From the list of optional modules, select the ones that apply to the type of research you conduct and/or the research population you work with.

### **What information does IU receive when I take the test?**

IU Human Subjects offices (at IU East, this will be the IRB co-chairs) will have access to a database of your CITI completion information. The database includes the contact information supplied by the test taker (first name, last name, IU campus, and e-mail address), along with the courses taken, the course gradebook, and the date the test was taken.

**What score is required to pass?**

An overall average score of 80% is required to pass.

**If I don't pass the test, may I take it again?**

Yes. The test modules may be taken as many times as needed. When you complete the test and do not pass, you can select "re-enter". This will allow you to select and retake any of the individual modules.

**Is there a limit to how many times I can take the test?**

No. The test may be taken as many times as needed.

**Can only Indiana University investigators take the tutorial and test?**

No. The tutorial and test may be taken by anyone, regardless of their affiliation. Test results will be available to the individual that completed the test through the individual's CITI account.

**What if I have already completed CITI with another organization or institution?**

You can use your CITI username and password and affiliate with the IU campus you need. Log-in to CITI ([www.citiprogram.org](http://www.citiprogram.org)) with original username and password. Go to the "Main Menu", click "Affiliate with another institution". Next, under the drop-down for "Participating Institutions", select the IU campus you need. Then, complete "Member Information", click "Submit", select Curriculum, and Human Subjects, then complete according to research. You should now see the IU campus you selected listed on your Main Menu page. Under your IU campus, look at "My Courses", and "Status", this will indicate whether or not there are additional modules to complete.

**Do I have to take the test and document human subjects education if NIH funding is not involved?**

Yes. All Indiana University researchers are required to complete the CITI training. This requirement is intended for everyone having direct contact with research subjects at IU campuses or their affiliates. This requirement may include, but is not limited to, principal and co-investigators, coordinators, faculty sponsors, and students. Please note that the research offices or IRB committees will not be able to process paperwork until this requirement has been fulfilled by all investigators listed on the summary safeguard statement.

The register for CITI training, please visit REEP: Educational Opportunities at [http://researchadmin.iu.edu/REEP/reep\\_citi.html](http://researchadmin.iu.edu/REEP/reep_citi.html)

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## Contact Information

### Who should I contact if I have technical difficulties with the test?

CITI is a volunteer organization whose goal is to develop and distribute high quality, peer reviewed educational resources designed to raise awareness to the Responsible Conduct of Research for all members of the research team. CITI provides "Help Desk" support for users available during normal business hours to help learners with any problems they may have: (305-243-7970) or [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu)

### Who should I contact if I have other questions?

If you have any questions, please contact the Research Compliance Administration Office at [resrisk@iupui.edu](mailto:resrisk@iupui.edu) or 317-274-8289. For IU East specific information, contact the IRB co-chair, Dr. Karen Clark.

## Documentation and Proof

### What documentation that I passed CITI is needed when I submit a grant proposal?

Upon successful completion of the course, a certificate is issued which can be used as confirmation that CITI training has been completed. Individuals will be able to log into the system and retrieve their certificate at anytime. This certificate can be submitted with the study submission as proof of completion. Completion information will also be captured by the CITI database and will be accessible to authorized Research Compliance Administration staff. Learners can register with multiple institutions as needed and readily meet curricula requirements for each institution to avoid duplication of efforts.

### What is the process for documenting that I have passed the test?

**Non-competing proposals:** When a non-competing proposal is submitted to NIH, the Principal Investigator and Indiana University are required to certify that all key personnel involved in the design or conduct of a study involving human subjects have completed the required human subjects education. The IU "Human Subjects Certification" Web site (see <http://www.iupui.edu/~resgrad/Human%20Subjects/human-menu.htm>) contains two forms - a documentation form and a certification letter. Each individual identified as Key Personnel in the proposal should complete a documentation form. The Principal Investigator prepares the certification letter, attaches the documentation forms to the letter, and forwards the documents to her or his campus research office with the proposal. The research office checks a database to verify that each individual has passed the test, then signs and submits the certification letter along with the proposal.

**New or competing proposals:** For new or competing proposals, no documentation should be submitted until requested by NIH. Further questions on this process should be directed to:

***IUPUI:***

Research and Sponsored Programs  
Union Building 618  
Indianapolis IN 46202  
(317) 274-8289  
[resrisk@iupui.edu](mailto:resrisk@iupui.edu)

***IUB:***

Office of Research Compliance  
Carmichael Center, Suite L03  
530 East Kirkwood Avenue  
Bloomington IN 47408-4003  
(812) 855-3067  
[iub\\_hsc@indiana.edu](mailto:iub_hsc@indiana.edu)

**Do I send the documentation forms directly to NIH?**

No. If you are submitting a non-competing application, the certification letter with the documentation forms attached should be sent to your research office with your proposal. If you are submitting a new or competing application, you may wait to submit the forms until requested by NIH.

**Do I need to include the documentation with my IRB submission?**

Yes. However, sending CITI completion reports for co-investigators with your IRB submission may help expedite your approval process.

**Can I get a report of CITI results for all the faculty and/or students in my department?**

The completion reports for CITI are confidential so they cannot be provided to anyone other than the individual who took the modules.

**My research administrator (or someone else) wants proof that I passed the test. How can I provide it?**

You can print out your completion report or save it electronically and forward your report confirming you have completed the appropriate CITI modules.

**I can't find my confirmation that I passed the test. How can I get another copy?**

You can access your completion report at any time by logging into CITI.

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**Collaborators and Subcontractors****Do researchers on my grant from other institutions have to take the IU CITI Modules?**

Yes.

- If you have not completed CITI with another institution or organization and you do not have an IU username and password, go to the CITI portal: [http://researchadmin.iu.edu/REEP/reep\\_citi.html](http://researchadmin.iu.edu/REEP/reep_citi.html). You will need to select "no" indicating you do not have an IU username and you will be directed to the

CITI website to create a username and password. You will need to select IU as your institution, and use the specific campus on which your research will be conducted.

- If you have completed CITI modules with another institution or organization, you can use your CITI username and password and affiliate with the IU campus you need. Log-in to CITI with original username and password Go to the "Main Menu", click "Affiliate with another institution". Next, under the drop-down for "Participating Institutions", select the IU campus you need. Then, complete "Member Information", click "Submit", select Curriculum, and Human Subjects, then complete according to research. You should now see the IU campus you selected listed on your Main Menu page. Under your IU campus, look at "My Courses", and "Status", this will indicate whether or not there are additional modules to complete.

**How can researchers who are not in the United States take the tutorial and the test?**

If they have a good Internet connection, they should be able to take the tutorial and test via the World Wide Web. If they are unable to read the tutorial or take the test because of technical difficulties, please contact the Research Compliance Administration office for further guidance: [resrisk@iupui.edu](mailto:resrisk@iupui.edu) or (317)274-8289.

**Some of my co-researchers cannot read English. Is CITI available in other languages?**

Yes. CITI is available in many different languages. You can change the language by clicking on "Select Language" on your Main Menu screen. For further assistance in translating the CITI site, contact the CITI "Help Desk" support during normal business hours to help learners with any problems they may have: (305-243-7970) or [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu)