

Fitchburg State University CITI Training Human Subjects

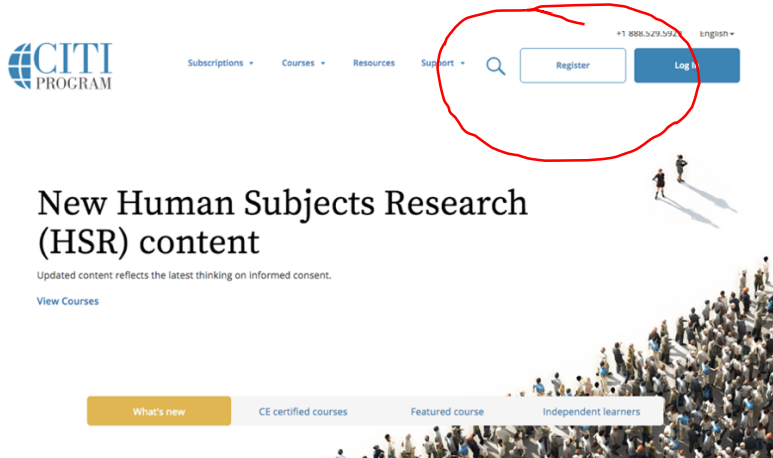
Members of the Fitchburg State community who conduct teaching laboratories, research, and/or supervise student researchers or post-docs are responsible for ensuring all work is done in compliance with Fitchburg State University and governmental compliance policies. This includes ensuring that all personnel are given proper training in the responsible and ethical conduct of research. In addition, three committees provide oversight over the use of human subjects, vertebrates, and biohazards. The Human Subjects Committee was established as an Institutional Review Board in order to protect the rights and welfare of human subjects on campus. The Institutional Animal Care and Use Committee (IACUC) assures that live vertebrate animals are cared for and used in ways that are scientifically, technically, and humanely appropriate. The Institutional Biosafety Committee (IBC) oversees the use of recombinant DNA (rDNA), microbes, biological toxins, plant and animal tissues, including human and nonhuman primate materials on campus. The IRB, IACUC, and IBC have jurisdiction over all activities on campus whether they be for teaching, scholarly activities, or staff activities.

Fitchburg State University uses the Collaborative Institutional Training Initiative Program (CITI), a division of BRANY, to satisfy the education and training requirements for research compliance. The web-based courses are open to all faculty, staff, researchers, committee members, and students. All faculty members, undergraduate, and graduate students are expected to complete training in the responsible and ethical conduct of research (RCR). In addition, Fitchburg State requires that all individuals conducting human subjects research, utilizing vertebrates or biohazards, and/or serving on a compliance committee complete the appropriate training prior to the submission of a proposal to the appropriate governing committee.

To Enroll in a Course

1. Go to the CITI Program web page at <https://www.citiprogram.org/>

New users can create an account by selecting “Register” in the upper right hand corner.



Information on how to register for the first time may be found at the link below.

<https://support.citiprogram.org/customer/en/portal/articles/2736167-login-registration-changes-on-new-citi-program-website#read>

The registration process will present you with a series of menus in order to collect basic information and have you establish a log-in with a password. On the page (step 6) where they ask for your name and address they will ask for your role at the university. Select the one that best fits your status.

During step 7 you will be asked for your organization affiliation and you enter Fitchburg State University. You will be asked to select your role in research. You should select the appropriate choice, student or faculty/staff. The training options that apply to you differ between the two groups.

You will now be able to enroll in a particular course. You will be presented with a series of questions or options that enable you to enroll in the Learner Group appropriate to your interests or your role at the University. First, you will select the area of compliance training. Fitchburg State has the following options:

- Human Subjects Course
- Animal Care and Use
- Responsible Conduct of Research
- Good Clinical Practice Course
- Health Information Privacy and Security (HIPS)
- Biosafety and Biosecurity

The screenshot shows the CITI Program registration interface. At the top, there is a navigation bar with 'English', 'Text size: A A', and 'Margaret Huey ID: 42/01/2 | Log Out | Help'. Below this is the CITI PROGRAM logo and 'Collaborative Institutional Training Initiative' with a search bar for the Knowledge Base. A main menu includes 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', 'Support', and 'Admin'. The main content area is titled 'Select Curriculum - Fitchburg State University (2784)'. It contains a note: '* Indicates a required field.' Below that, another note says '* Please choose one learner group below based on your role and the type of research. Choose one answer.' The options are: Human subject course, Animal Care and Use, Responsible Conduct of Research, Good Clinical Practice course, Health Information Privacy and Security (HIPS) optional, and Biosafety/Biosecurity. At the bottom, there are 'Next' and 'Start Over' buttons.

You should select Human subject course. Once you have selected your area of training then you will be asked to select the appropriate course as defined by your role at the university. Guidelines as to which selection is appropriate for your role at the university are in the table below.

Campus CITI Learner Groups	Course Required
Student	Students - Class Projects
Faculty/Staff/Administrators	Biomedical Data or Specimens Only Research - Basic/Refresher
Faculty/Staff/Administrators	Biomedical Research - Basic/Refresher
Faculty/Staff/Administrators	Social & Behavioral Research - Basic/Refresher
IRB Member	IRB Members - Basic/Refresher
IRB Chair	IRB Chair
Institutional Official IRB	Institutional/Signatory Official: Human Subject Research

Select Curriculum - Fitchburg State University (2784)

* Indicates a required field.

* Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.
Choose one answer

Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

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.

IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

Students conducting no more than minimal risk research

Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

IRB Chair member

Institutional Official

Next Start Over

After selecting your course, you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on Finalize Registration.

Your learner account registration is complete.

You will now be able to access the **Main Menu** of your account. This page lists the course you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you complete the modules. Information as to how to utilize the CITI website effectively may be found here:

<https://support.citiprogram.org/customer/portal/articles/1986734-guide-to-citi-navigation>

Click the **Title of the Course** to begin or continue a course. You may complete the modules at your own pace.

In order to complete the training, you must first complete the “Integrity Assurance Statement.”

Complete the **Required Modules** and associated quizzes. Depending on your discipline specific requirements you may need or want to complete a selection of Optional Modules. The chair of the compliance committee or the campus CITI administrator may assist you in determining which optional modules you should complete, if any. When deciding about optional courses you may use the course catalogs that are listed on <https://about.citiprogram.org/en/series/human-subjects-research-hsr/> which presents brief descriptions of each module. For example, if you were planning on completing a research project that included prisoners then you would want to complete the training modules that addresses work done specifically with prisoners.

When you complete all required modules successfully, you may print your completion report though the link: **Print Report** from your main Menu or your **Previously Completed Coursework** page.

If you need to change your course registration, click on **Add a Course** or Update Learner Group.