

Fitchburg State University CITI Training Human Subjects

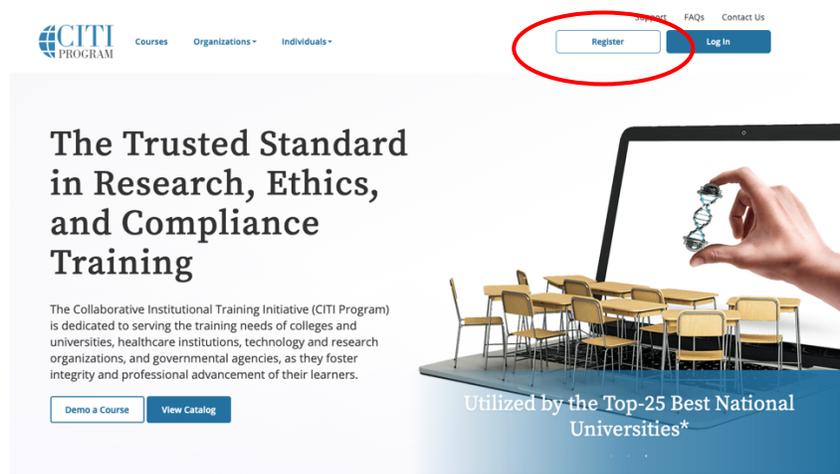
Members of the Fitchburg State community who conduct teaching laboratories, research, and/or supervise student researchers or post-docs are responsible for ensuring all work is done in compliance with Fitchburg State University and governmental compliance policies. This includes ensuring that all personnel 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 help 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 trainings in the responsible and ethical conduct of research (RCR) and conflict of interest.*** In addition, Fitchburg State requires that all individuals conducting human subjects research, utilizing vertebrates, biohazards, and/or serving on a compliance committee complete the appropriate training prior to the submission of a proposal to the appropriate governing committee.

New users should start here. If you have completed the RCR training you may skip to the Human Subjects Training section below.

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.



The screenshot shows the CITI Program website. At the top left, there is a navigation menu with links for 'Courses', 'Organizations', and 'Individuals'. In the top right corner, there are buttons for 'Register' and 'Log In', with the 'Register' button circled in red. The main content area features the heading 'The Trusted Standard in Research, Ethics, and Compliance Training' and a sub-heading 'The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.' Below this is a 'Demo a Course' button and a 'View Catalog' button. To the right, there is an image of a hand holding a DNA double helix over a classroom setting. At the bottom, a blue banner states 'Utilized by the Top-25 Best National Universities*'. The CITI PROGRAM logo is in the top left corner.

Information on getting started may be found at this [link](#) on the CITI website.

The registration process will present the user with a series of menus in order to collect basic information and establish a log-in with a password. On the page where it asks role at the university, select the one that best fits your status.

The organization affiliation is Fitchburg State University. The user will be asked to select their role in research. Select the appropriate choice, student, or faculty/staff. The training requirements differ between the two groups.

The user will now be able to enroll in a particular course. The site will present the user with a series of questions or options that enable them to enroll in the correct compliance training. Select **Responsible Conduct of Research**. If you need to complete training in more than one area you will be able to add additional courses under a different training area once you are fully registered.

- 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 website interface. At the top, there is a language dropdown set to 'English', a text size selector 'A A', and user information 'Margaret Muey 10/4/2012 | Log Out | Help'. The main header features the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative' with a 'Search Knowledge Base' search bar. Below the header is a navigation menu with links: 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', 'Support', and 'Admin'. A breadcrumb trail shows 'Main Menu > Add a Course'. The main content area is titled 'Select Curriculum - Fitchburg State University (2784)'. It includes a note: '* indicates a required field.' and a prompt: '* Please choose one learner group below based on your role and the type of research. Choose one answer'. The list of options includes: '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 of the form are 'Next' and 'Start Over' buttons.

Next, select the specific course according to your learner group. Students should select the student option while all others the Faculty/Staff option. Anyone may take *Communicating Research Findings*.

If you want to take the Responsible Conduct of Research (RCR) course, please make your selection below.

This question is required. Choose one answer.

- Students Responsible Conduct of Research Course
 - Faculty/Researchers/Staff/Administrators (and others) RCR
 - Communicating Research Findings
-

Start Over

Next

The appropriate course will be added to the learner's account. When enrolled in the Responsible Conduct of Research Course the user will automatically be enrolled in the Conflict of Interest course. The *Communicating Research Findings* course is available as an optional training.

After selecting the course, the user is given the opportunity to enroll with another institution if needed. When the registration is complete, click on **Finalize Registration**.

The learner account registration is complete.

The user will now be able to access the **Main Menu** of their account. This page lists the course the user has chosen. The Main Menu also provides **Learner Tools** designed to help in the completion of course. Each course is composed of multiple modules which may be completed over time.

Click the **Title of the Course** to begin or continue a course. The user can complete the modules at their own pace.

In order to complete the training, the must first complete the "Integrity Assurance Statement."

Complete the **Required Modules** and associated quizzes. Depending on the discipline specific requirements the user may need to complete several Optional Modules. The chair of the compliance committee or the campus CITI administrator may assist in determining which optional modules should be completed, if any.

When all required modules are completed successfully, print the completion report.

The RCR Training is now complete and additional training for human subjects, animal care and use, or biosafety may now be completed.

Human Subjects Training

Users with an account and completed RCR training may begin here.

Once you have logged into your account, go to the page that lists your courses. At the bottom of the page that lists your courses you will see the following menu.

Learner Tools for Fitchburg State University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Click on **Add a Course** and follow instructions. You will have to identify whether you are a student or faculty/staff.

Question 1

Please make your selection below. You will be enrolled in courses based on your role in research.

This question is required. Choose one answer.

Students

Faculty/Staff

Under the next menu, select **Human Subjects**.

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

English Text size: A A margaret.muey@fitchburg.edu | Log Out | Help

CITI PROGRAM Collaborative Institutional Training Initiative Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu > Add a Course

Select Curriculum - Fitchburg State University (2784)

* indicates a required field.

* Please choose one learner group below based on your role and the type of research.
Choose one answer

- Human subject course
- Animal Care and Use
- Responsible Conduct of Research
- Good Clinical Practice course
- Health Information Privacy and Security (HIPS) optional
- Biosafety/Biosecurity

Next Start Over

Once the area of training is selected, then the user will be asked to select the appropriate course a defined by their role at the university. See the next page for clarification.

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.

This question is required. 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

Start Over Next

You the following guidelines to help you decide which Human Subjects training is required. The IRB Chair or campus CITI Administrator will assist you in determining which training is required.

If you are a *Student*, select the **Students conducting no more than minimal risk research** option.

Faculty/Staff/Administrators will select from the following options. Depending on your role at the university, you may complete a series of courses.

Biomedical Research Investigators	Basic course is required by anyone submitting a proposal to the IRB
Social & Behavioral Research Investigators	Basic course is required by anyone submitting a proposal to the IRB
Research with data or laboratory specimens ONLY.	Basic course is required by anyone submitting a proposal to the IRB
IRB Members	Completes all 3 basic courses plus the IRB Member modules.
IRB Chair	Completes all basic courses plus IRB Member plus IRB Chair course
Institutional Official	Institutional Official