Summary of CITI Training Requirements:

CITI TRAINING REQUIREMENTS FOR FACULTY/STUDENTS/STAFF APPLYING TO THE IRB

The Human Subjects Research course must be taken within three years of the IRB application date. All PI's/Co-PIs/students/staff working on the project must take the CITI training and attach the certification of completion to your IRB application.

There are two courses to choose from, please choose the course that is most closely related to your research:

- **Social and Behavioral Investigators:** course will show up as Social & Behavioral Research - Basic/Refresher on your course list and completion reports.
- **Biomedical Research Investigators:** course will show up as: Biomedical Research- Basic/Refresher on your course list and completion reports.

Please be aware that each course has multiple modules that must be completed in order to pass the course.

For instructions on how to create a CITI account and select courses, please follow the instructions below (please note, if you already have created a CITI account, please log-in and start at #10 below)

All instructions are also posted here: https://www.wcupa.edu/_admin/research/irb.aspx under "Mandatory Human subjects training"

1. Go to citiprogram.org and click on Register under Create an account.
2. Enter West Chester University into the Affiliation text box (choose WCU when it appears as you type)
3. Select Continue to Step 2
4. Follow on-screen instructions for step 2-4
5. For step 5, regarding CEU credits, please select No
6. For step 6, you only need to enter the information with an asterisk
7. *For step #7, under Human Subject Research Courses, **choose either the Biomedical or the Social-Behavioral-Educational training module. Choose the module that most closely relates to your research** **do not select the IRB members or IRB administration module***
8. Other courses can be selected as desired, but are not required for IRB applications
9. After all courses have been chosen, click complete registration, and then click finalize registration.
10. To begin the training, please select "Social & Behavioral Research - Basic/Refresher" or "Biomedical Research- Basic/Refresher" from your course list. ****Do not select any Responsible Conduct of Research Module****
11. If you do not see "Social & Behavioral Research - Basic/Refresher" or "Biomedical Research- Basic/Refresher" on your course list, please select "add a course or update learner groups" and *under Human Subject Research Courses, **choose either the Biomedical or the Social-Behavioral-Educational training module. Choose the module that most closely relates to your research****do not select the IRB members or IRB administration module***
12. Once you pass the training, you much attach your completion report to your IRB application, in order for the IRB to accept the certificate, the course name must read "Social & Behavioral Research - Basic/Refresher" or "Biomedical Research- Basic/Refresher"

- If you have any questions regarding which trainings to register for, please contact:
    - Catherine Spaur (610-436-3060), or
    - Laura Vassallo (610-430-5606)

The Responsible Conduct of Research course must be completed. There are 5 courses to choose from, please choose the course that is most closely related to the research being carried out.

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers

Please be aware that each course has multiple modules that must be completed in order to pass the course.
*please note that one of the modules offered through these courses is titled "Research Involving Human Subjects", but this **does not** satisfy the requirement for IRB Applications*

For instructions on how to create a CITI account and select courses, please follow the instructions below (please note, if you already have created a CITI account, please log-in and start at #10 below)

All instructions are also posted here: http://wcupa.edu/research/researchCompliance.aspx

1. Go to citiprogram.org and click on Register under Create an account.
2. Enter West Chester University into the Affiliation text box (choose WCU when it appears as you type)
3. Select Continue to Step 2
4. Follow on-screen instructions for step 2-4
5. For step 5, regarding CEU credits, please select No
6. For step 6, you only need to enter the information with an asterisk
7. For Step #7: Responsible Conduct of Research Courses, select from the course discipline that most closely aligns with your research.
8. Other courses can be selected as desired
9. After all courses have been chosen, click complete registration, and then click finalize registration.
10. To begin the training, please select the appropriate Responsible Conduct of Research course from your course list.
11. If you do not see the appropriate Responsible Conduct of Research Course on your course list, please select "add a course or update learner groups" and *under Responsible Conduct of Research Courses,* select from the course discipline that most closely aligns with your research.
12. Once you pass the training, you can access your CITI completion report as proof of training.

- If you have any questions regarding which trainings to register for, please contact:
  - Catherine Spaur (610-436-3060), or
  - Laura Vassallo (610-430-5606)

For Students as part of course work:

Faculty may require students to take one or both of these courses as part of a class assignment; in fact this is encouraged by the Office of Research and Sponsored Programs. When providing instructions for your students, you must provide the specific course(s) name (provided above) that they are required to take, along with the link to the instructions. You can request students to provide their completion report once the training is complete. It is highly suggested that you contact either Catherine Spaur or Laura Vassallo before implementing such a requirement, we can discuss the course options with you in order to help identify the best course to take.

COMPLETE LIST OF COURSES OFFERED THROUGH WCU's CITI SUBSCRIPTION

- **Human Subjects Research Courses Offered:**
  - Social and Behavioral Investigators**:** course will show up as Social & Behavioral Research - Basic/Refresher on your course list and completion reports.
  - Biomedical Research Investigators: course will show up as: Biomedical Research- Basic/Refresher on your course list and completion reports.
  - Research with data or laboratory specimens- **ONLY:** No direct contact with human subjects.

- **Responsible Conduct of Research Courses Offered:**
  - Biomedical Responsible Conduct of Research Course
  - Social and Behavioral Responsible Conduct of Research Course
  - Physical Science Responsible Conduct of Research Course
  - Humanities Responsible Conduct of Research Course
  - Responsible Conduct of Research for Engineers

The courses below are **not** required for IRB applications or those conducting research that is supported by a grant. They should be taken on a case by case basis.

- **Conflicts of Interest Course**
- **Laboratory Animal Research**
- **Export Controls**