Registering for CITI Human Subjects Research Training

Adding a Course to Your CITI account

Select an option to view the instructions:

Show me the Quicksheet Instructions

CLICK HERE

Show me the Full Instructions

CLICK HERE

Revised May 10, 2019

Registering for CITI Human Subjects Research Training

Add a Course Quicksheet

1	Log into your account at http://www.citiprogram.org.
2	Under the Saint Louis University Courses menu (first click "View Courses," select "Add a Course".
3	Select a training course (IRB mandated training is first option). If you are not selecting IRB mandated training, skip steps 4 & 5.
4	Select "NO" (you haven't taken the basic course) unless you are sure a previous basic HSR course has been accepted by the SLU IRB Office for your account. The refresher course will not satisfy the training requirement on its own.
5	Select the version of the course you want (BIO/BSS/External Collaborator). Note that the External Collaborator course is not for SLU faculty, staff or students or for anyone who is routinely conducting research.
6	Your course is located under the Saint Louis University "Courses Ready to Begin" menu. NOTE: You must add the IRB required training refresher. However, other refresher courses (GCP, COI refresher) appear automatically on your SLU Courses menu when they are due.

If you have additional questions, please contact the IRB at (314) 977-7744 or irb@slu.edu.

+1 888.529.5929   English ▾

CITI PROGRAM

Subscriptions ▾   Courses ▾   Resources   Support ▾   🔍   Register   Log In

New Huma
(HSR) cont

Updated content reflects the latest th

View Courses

What's new

CITI PROGRAM

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

| Username | Forgot? |
| Password | Forgot? |

Log In

Need Help? Support Center

Step 1:

Log into your account at http://www.citiprogram.org.

If you have forgotten your CITI Program username and/or password, use the "Forgot?" link or contact the IRB (314-977-7744 or irb@slu.edu).

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Saint Louis University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

Saint Louis University

Active Courses

Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin

Learner Tools

Learner Tools for Saint Louis University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

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STEP 2:

Open your Saint Louis University Courses main menu option, by clicking "View Courses."*

Under "Learner Tools for Saint Louis University", click "Add a Course" to view the course options.

* You must have a CITI account that is affiliated with SLU to see this menu. If you don't, see the instructions for connecting (affiliating) your CITI account, HERE.

Select Curriculum - Saint Louis University (380)

* indicates a required field.

* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any the following settings?
Choose all that apply

☐ **Yes**, I need to take **required IRB Training**. I conduct research with live human beings, human tissue samples or with data derived from human beings

☐ **Yes**, I need to take **IACUC Training**. I conduct research or teaching activities that utillizes **live animal subjects** or tissues derived from live animal subjects

☐ **Yes**, I <u>want to</u> complete or I am <u>required to</u> complete a course in the **Responsible Conduct of Research (RCR** foundation textual materials, case studies and video scenarios. This does not include or count toward required I

☐ **Yes**, I <u>want to</u> or am <u>required to</u> take the **Good Clinical Practice (GCP)** course. This course is required for NIH and some sponsors, but is otherwise optional. This does not fulfill the requirement for IRB training

☐ **Yes**, I need to take the **Conflict of Interest (COI)** Course. I am involved in externally-sponsored research or I p external funding. The COI Course does not fulfill the requirement for IRB training

Next   Start Over

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STEP 3:

Select the course(s) you'd like to add from the menu of options.

When finished, click "Next".

If you selected "required IRB Training" continue to step 4. If you selected another course skip steps 4 & 5.

NOTE: You may select multiple class options at the same time, but only the first option is mandated by the IRB.
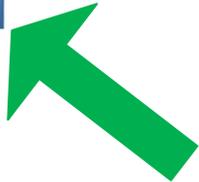
* In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

Choose one answer

○ **NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past.
This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

○ **Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course, the IRB may require you to come back to the course site and complete the Basic Course. If you have questions, contact your IRB office o

Next

IMPORTANT: The IRB does not accept the refresher course for the human subjects protection training requirement. For more information, or to find out if a previously completed training will qualify, contact the IRB at (314) 977-7744 or irb@slu.edu.

STEP 4:

Select "NO" if you need to complete the Basic HSR course.

NOTE: Only select "Yes" if you are sure the IRB has a record (or you can provide proof) of a previously completed basic HSR course.

When finished, click "Next".

The refresher course will not satisfy the IRB training requirement without proof of basic training.

* indicates a required field.

* If you conduct Human Subjects Research, what is your research focus?

Choose one answer

○ I conduct Biomedical Research. This is the **first time** I will take the CITI basic course for investigators and key [...] University.

○ I conduct Social / Behavioral Research: This is the **first time** I will take the CITI basic course for investigators a[...] University.

○ I am an external collaborator (e.g., community partner). I am assisting on a Saint Louis University research project and have been instructed to take this course. **NOTE: this course is not for SLU faculty, staff or students or for anyone who is routinely conducting research.**

Next

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STEP 5:

Select the course the relates to you/ your research.

When finished, click "Next".

NOTE: In order to pass the course, you must satisfactorily complete all quizzes (80% passing grade).

Saint Louis University

Active Courses

You have no active courses for this Institution.

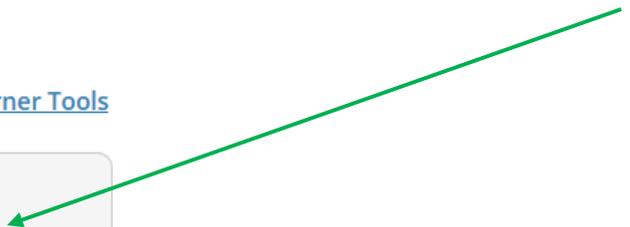### Courses Ready to Begin

Saint Louis University
Group 1.Biomedical Research Investigators and Key Personnel
Stage 1 - Basic Course

0 / 12 modules completed

Start Now

Completed Courses

You have not recently completed any courses for this Institution. Full records of past completions are available in **Records**.

NOTE: You must add the IRB required refresher training (i.e., follow steps 1—5). However, other refresher courses (e.g., GCP, COI refresher) will appear on your SLU Courses menu automatically when they are due. If your refresher course is not appearing properly, contact the IRB for help (314-977-7744 or irb@slu.edu).

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STEP 6:

Your course(s) will be added to your Saint Louis University Courses Ready to Begin Menu. Click "Start Now" to begin the training (you do not have to complete a course in one sitting).

If you have any additional question, please contact the IRB at (314) 977-7744 or irb@slu.edu.