

## IRB CITI Training Requirements for Faculty, Staff, Students

Once you have created your profile account with CITI and affiliated with Kennesaw State University [KSU], and before beginning any training, please ensure that you have enrolled in the proper course(s). The following questions will assist you in making that determination. If you are still unsure after reviewing the information below, please contact the Director of Research Compliance, Kristine Nowak, at [knowak@kennesaw.edu](mailto:knowak@kennesaw.edu) or 470-578-4941.

1. Go to <https://about.citiprogram.org/en/homepage/> to register a profile at the CITI training program website. If you have a login, skip to item 21.

*Click on the Register button on the top right of the page if you are new to the program.*

2. Enter "Kennesaw State University" in the "Select Your Organization Affiliation" search box.
3. Click the box to "Agree to the Terms of Service".
4. Click "Continue to Step 2".
5. Enter your information in the appropriate boxes above, **using your official KSU email address as the primary email**. You can include a personal email as the secondary option.
6. Click "Continue to Step 3".
7. Follow the on-screen instructions to create a Username and Password. **For security purposes do NOT use your KSU NetID and password on this website.**
8. Select a security question and answer.
9. Click "Continue to Step 4".
10. Please enter your Country of Residence.
11. Click "Continue to Step 5".
12. KSU's Office of Research does not require that you maintain CE Credits; however, if you choose "Yes" as your answer you will have the ability to request and personally pay for those credits later if you decide you need them. Choosing "Yes" does not obligate you in any way; it only makes them accessible to you.
13. You may choose to allow CITI Program to contact you to participate in a research survey, but a "Yes" answer is not required by KSU.
14. Click "Continue to Step 6".
15. Fill in the required answers to "Institutional email address", "Gender" and "Highest degree" until you reach the "Role in human subjects research" drop-down button.  
FYI – These fields are a template of CITI, so please **do NOT put an Employee number** as KSU does not require it.
16. Select the role that best describes you under "Role in Human Subjects Research"
17. Enter your phone number in the appropriate box. If you are a student researcher, you may enter your home/cell phone in the "Office Phone" required box.
18. Click the drop-down box for "Which course do you plan to take?" and select the Basic Human Subjects course that reflects your area of research. You can add/delete courses as needed after you have created your profile.
19. Click "Continue to Step 7".
20. Choose the correct courses that relate to your research under Questions 1-4 and 13 as shown below:

If you already have a CITI account:

21. After logging in to CITI, navigate to “Courses” along the top menu
22. Scroll to the bottom of the page
23. Within the “Learner Tools” box, click “Add a Course”
24. You will be taken to the questionnaire; choose the correct courses that relate to your research under Questions 1-4 and 13

### **Question 1**

#### **Are you working with HUMAN SUBJECTS?**

- Yes: move on to Question 2
- No: skip to Question 5

### **Question 2**

#### **HUMAN SUBJECTS RESEARCH**

If this is your first time taking a CITI course, 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

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

### **Question 3**

#### **INSTITUTIONAL REVIEW BOARD [IRB] MEMBERS**

If you are not a member of the IRB, then skip to Question 4

Choose any that apply

- IRB Members**  
If you are a member of KSU's Institutional Review Board [IRB], then you need to maintain a current CITI certification in the IRB Members Basic Course as well as the appropriate Social & Behavioral or Biomedical Basic Course [under Question 2] during your term of service.
- IRB Chair** (if applicable)

### **Question 4**

#### **OPTIONAL COURSES for Human Subjects Research**

Choose any that apply

- HEALTH INFORMATION PRIVACY AND SECURITY (HIPS) for Faculty & Students** is provided as an elective for faculty, staff and students with a focus on federal privacy and security rules. This course contains 18 modules that focus on the Federal privacy and security rules.
- Advanced Issues in Informed Consent**
- Informed Consent and Incidental Findings in Research with Human Subjects**

### **Question 13**

#### **INFORMATION PRIVACY SECURITY [IPS]**

Please make the appropriate selection if you are required to complete the Information Privacy Security course.

Choose one answer

- IPS for Clinicians
- IPS for Researchers
- IPS for Students and Instructors
- IPS for Fundraisers
- IPS for Marketers
- I am not required to complete the IPS course at this time.

Once all required modules are completed successfully, you will be shown a “View course completion history and print completion certificates” link. There is also an option to “View/Print” or “Share” your *Completion Record* of each course at the *Main Menu* once it has been completed. We recommend that you save and print the certificate for your records.