# CITI Online Ethics Training – Instructions for student researchers involved in conducting research that is no more than minimal risk

The College of Saint Benedict and Saint John's University Institutional Review Board subscribes to CITI (Collaborative Institutional Training Initiative) to meet training needs for its members and researchers working with human subjects. CITI offers courses in a variety of research-related topics and is used by thousands of subscribing academic institutions, government agencies, and commercial organizations to train their researchers. Students involved in conducting research that is no more than minimal risk are required to complete some basic ethics training, which typically takes less than an hour.

1. Go to http://www.citiprogram.org.

2. Click on **Register** to **Create an account**.
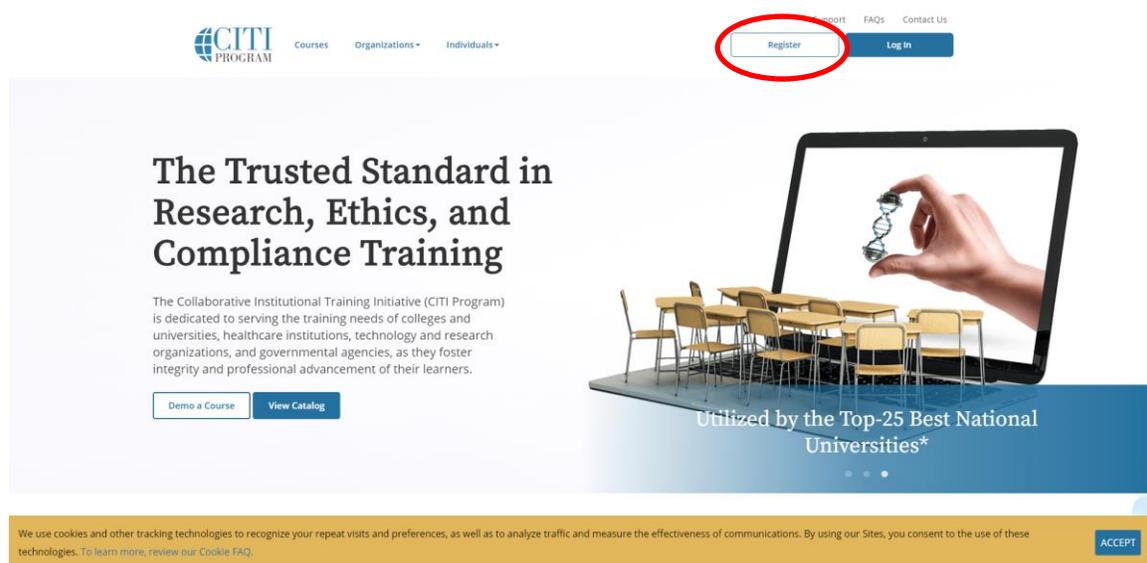
3. Select **College of Saint Benedict/Saint John's University** as your **Organization Affiliation** (begin typing "College of Saint Benedict/Saint John's University" in the search box and the full name should appear). Check the **Terms of Service** box and the box affirming you are affiliated with CSB/SJU. Then click **Continue to Create Your CITI Program Username/Password.**

4. Enter required personal information, then click **Continue to Step 3**.

Personal Information

* indicates a required field.

* First Name   * Last Name

* Email Address   * Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address   Verify secondary email address

Continue to Step 3

5. Create your username and password, select a security question and answer, and then click **Continue to Step 4**.

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password   * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Continue to Step 4

6. Select country of residence, then click **Continue to Step 5**.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

Continue to Step 5

7. With regard to receiving Continuing Education Unit (CEU) credits, select "**No**", unless the CEU credits are required for your profession recertification. After completing the questions, click **Continue to Step 6**.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes
At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

○ No

If you picked "YES", please check below the one type of credit you would like to earn

○ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
○ Psychologists – APA Credits
○ Nurses – ANCC CNE
○ Other Participants – Certificates of Participation
○ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

○ Yes
○ No
○ Not sure. Ask me later

Continue to Step 6

8. Provide the information requested by the College of Saint Benedict/St. John's University (you only need to fill out the required fields). With regard to the **Department**, identify the department through which you are conducting the research. With regard to **Role in Research** select "**Student Researcher-Undergraduate".** Click **Next**.

Please provide the following information requested by College of Saint Benedict/Saint John's University

* indicates a required field.

Language Preference

* Institutional Email Address

If available, please use an email address issued by College of Saint Benedict/Saint John's University, rather than a personal one like @gmail, @hotmail, etc. This will help College of Saint Benedict/Saint John's University officials identify your learning records in reports.

Enter a valid Institutional Email Address.

* Verify Institutional Email Address

Re-enter Institutional Email Address.

Gender

Highest Degree

Employee Number

* Department

* Role In Research

9. Select **Human Subjects Research** as the appropriate research category, then click **Next**.

* Please choose your appropriate research category below:

Choose all that apply

☐ Human Subjects Research

☐ Responsible Conduct of Research (RCR)

☐ Information Privacy and Security (IPS)

☐ Conflict of Interest

☐ Revised Common Rule

☐ COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing

Next

10. Select **I am required to complete a Basic Course**, then click on **Next.**

> *** Are you required to complete a Human Subjects Basic Course or a Refresher course?**
>
> **Choose one answer**
>
> ○ I am required to complete a **Basic Course**.
>
> ○ I have completed the Basic Course previously or have been instructed to complete the **Refresher Course**.

[Next]

11. Select **Students conducting no more than minimal risk research**, then click Next.

> *** 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**
>
> ○ Not at this time.

[Next]

12. You should now see a welcome message that looks similar to the screen shot below. Click **Finalize registration**.

> **CITI - Learner Registration**
>
> Welcome to the CITI Program. Your registration with **College of Saint Benedict/Saint John's University** is complete.
>
> **Finalize registration**

13. Click on **View Courses.**

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to add an affiliation. If you are no longer associated with a listed institution, you may want to remove an affiliation.

College of Saint Benedict/Saint John's University   **View Courses**

Would you like to affiliate with another Institution?   **Add Affiliation**

Would you like to remove an existing affiliation?   **Remove Affiliation**

14. The course **Students – Class projects** will appear. Click **Start Now** to enter the course.

Courses Ready to Begin   Learner Tools

College of Saint Benedict/Saint John's University
Students - Class projects
Stage 1 - Basic Course

0 / 2 modules completed

Start Now

15. Carefully read The Assurance Statement, check the box located to the left of **I AGREE to the above and the other Terms of Service …**. Then, click **Submit**.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact CITI Program Support if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

✔ I AGREE to the above, the Terms of Service, and the Privacy and Cookie Policy, in order to access CITI Program materials.

16. Proceed by clicking **Start** for the first module, **History and Ethical Principles**. Some modules are available in two formats, either Audio-Visual (Video) or Classic (Text and Static Images). Choose the format you prefer. At the end of the History and Ethical Principles module, complete the brief quiz by clicking on the "Take the Quiz" link at the bottom of the page. Once you pass the History and Ethical Principles module quiz (earning a score of 80% or more), proceed to the **Students in Research** module by clicking on "View the Next Required Module"**.** At the end of the Students in Research module, complete the quiz by clicking on the "Take the Quiz" link at the bottom of the page. Once you pass the Students in Research module quiz (again, earning a score of 80% or more), you are done unless your faculty advisor or professor requires you to complete one or more **Supplemental Modules**.

Modules	Completed	Score	
History and Ethical Principles - SBE (ID 490)	Incomplete	-	**Start**
Students in Research (ID 1321)	Incomplete	-	Start

17. **Completion Reports.** When you have completed both quizzes with an overall score of 80% or better (and any Supplemental Modules required by your faculty advisor or professor), you'll be able to save or print the Completion Report page as verification for having completed the training. To do so, click on "Access Your Completion Records" from the list of Post-Course Completion Options. Then, under Completion Report, click on "View/Print".

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

View / Print   Copy Link ⧉

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / Print   Copy Link ⧉

You will also receive an email with a link to your completion report, and you can always access it from the list of Completed Courses; click on **View-Print-Share Record.**

Completed Courses   Learner Tools

College of Saint Benedict/Saint John's University
Students - Class projects
Stage 1 - Basic Course
Post-Course Survey ⓘ

Passed 01-Oct-2020   **Review Course**   **View - Print - Share Record**

When you click on the link to **View/Print** the Completion Report, that will create a PDF of the report, and you should **download and save that PDF.** Save it to a folder where you can find it, and <u>change the file name to include your name</u> (e.g., CITI Completion Report – Jane Doe). **Submit the Completion Report with your IRB form, or send it to your professor if you are completing the training as a course requirement.**

If you are submitting an IRB form to the IRB Chair (irb@csbsju.edu) <u>as a principal investigator</u>, send the Completion Report as an attachment along with the form and any other accompanying materials. If your professor or faculty advisor is submitting the IRB form, send your Completion Report to them rather than to the IRB Chair.

18. **Reviewing the Course or Completing Additional Courses**. After you have completed your selected course, you may use your same CITI login at a later date to go back and review the material, or to complete another course. If you have any questions, please contact your faculty advisor or the IRB chair (irb@csbsju.edu).