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.

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

6. Select country of residence, then click **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 recertification 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.

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 grade book page.

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.

9. Select Human Subjects Research as the appropriate research category, then click Next.
10. Select **I am required to complete a Basic Course**, then click on **Next**.

![Image of the selection option for a Basic Course](image1)

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

![Image of the selection options for learner groups](image2)

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

![Image of the welcome message](image3)
13. Click on View Courses.

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

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**.
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**.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Ethical Principles - SBE (ID 490)</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Students in Research (ID 1321)</td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

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”.

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**.
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 **change the file name to include your name** (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](mailto:irb@csbsju.edu)) as a principal investigator, 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](mailto:irb@csbsju.edu)).