

# **Investigator and Key Research Personnel Education Requirements and CITI Training Instructions**

## **Training Requirements**

IRB Submissions: Beginning January 1, 2009, all study submissions to the IRB will require the investigator and all key research personnel to have completed the initial training requirements.

## **Initial education parameters for Investigators and Key Research Personnel**

CITI training: 12 biomedical modules and 1 Carle IRB local policies module

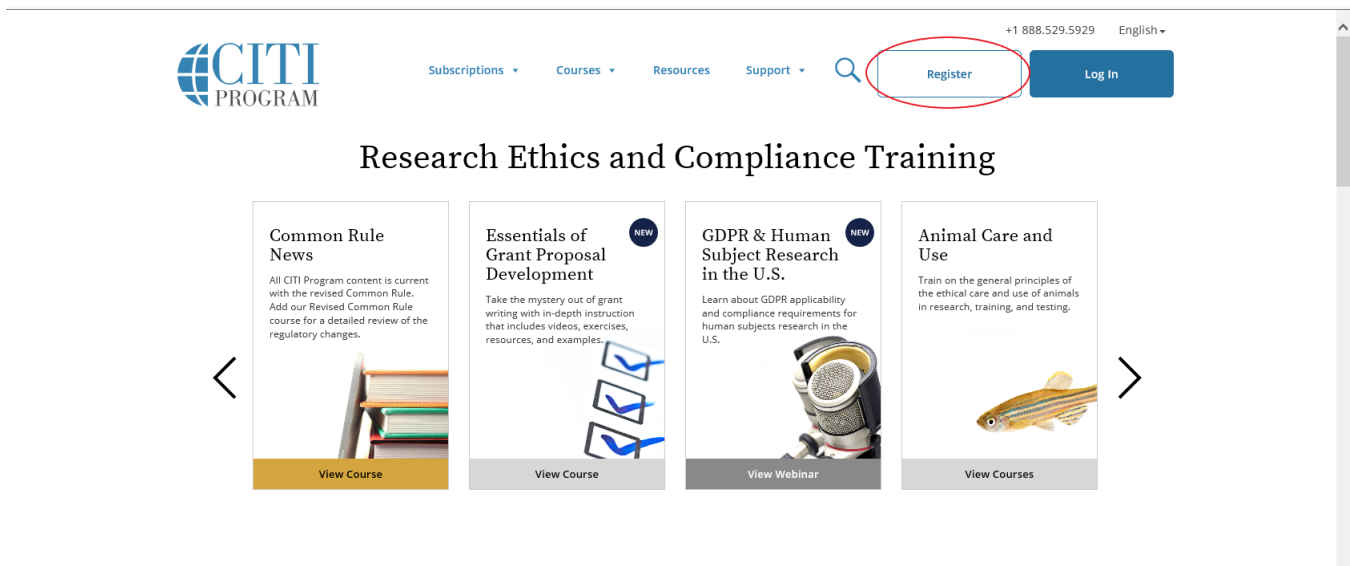
## **Training Requirement Instructions**

CITI training is a web-based training available without charge 24/7 to Carle employees and affiliates. Detailed instructions for accessing the program and completing the training are provided in this document.

**The Basic Course will require 4-6 hours to complete. Multiple sessions are encouraged. Once you completed the initial registration, you may log off and log back in at any time—your completed modules will be saved.**

## Complete the following steps to register as a Carle Foundation Hospital Affiliate

1. Log into the CITI course either by typing this IP address in your browser or clicking this link: <http://www.citiprogram.org/>. Please direct questions to the Human Subject Protection Program at 217-326-4509.
2. Click on “Register” in the upper right-hand corner of the screen.



The screenshot shows the CITI PROGRAM website. The header includes the CITI PROGRAM logo, navigation links for Subscriptions, Courses, Resources, and Support, a search icon, and a 'Register' button circled in red. A 'Log In' button is also visible. The main content area is titled 'Research Ethics and Compliance Training' and features four course cards: 'Common Rule News', 'Essentials of Grant Proposal Development', 'GDPR & Human Subject Research in the U.S.', and 'Animal Care and Use'. Each card has a 'View Course' or 'View Webinar' button.

3. To register, complete steps 1-7 below:

### Step 1. Select a participating organization

Select from the drop down box or type in “Carle Foundation Hospital”

https://www.citiprogram.org/index.cfm?pageID=154&icat=0&clear=1&\_ga=2.7037320...

File Edit View Favorites Tools Help

Home Office for the Prot... IRB Forum Google Yahoo! News-Gazette IRB Net CITI Home Page Pandora

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

### CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

#### Select Your Organization Affiliation

Search for organization: Enter full or partial name

Carle Foundation Hospital

Can't find your institution? It may use Single Sign On. Check here.

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

Continue To Step 2

125%

## Step 2. Enter User information.

**CITI - Learner Registration**

Steps: 1 **2** 3 4 5 6 7

**Personal Information**

\* indicates a required field.

\* First Name  \* Last Name

\* Email Address  \* Verify email address

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.  
If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address  Verify secondary email address

[Continue to Step 3](#)

## Step 3. Create Your User Name and Password

**CITI - Learner Registration**

Steps: 1 2 **3** 4 5 6 7

**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](#)


## Step 4. Enter Personal Information


### CITI - Learner Registration

Steps: 1 2 3 **4** 5 6 7

#### Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? 

Why does CITI Program use these categories? 


Why does CITI Program ask about your gender? 

\* indicates a required field.

#### \* Your Gender Is:

- Male
- Female
- I would rather not disclose

#### \* Your Ethnicity Is: (You may choose only one)

- Hispanic or Latino 
- Not Hispanic or Latino
- I would rather not disclose

#### \* Your Race Is: (You may choose more than one)

- American Indian or Alaska Native 
- Black or African American 
- Asian 
- Native Hawaiian or Other Pacific Islander 
- White 
- I would rather not disclose

Continue to Step 5

## Step 5. Additional Questions

### CITI - Learner Registration

Steps: 1 2 3 4 **5** 6 7

\* indicates a required field.

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

If you answer "yes", you will be provided with information before you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information must be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will not see information about the CEU credits available for courses before you start them or after completing them, and you will be ineligible for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

- Yes
- No
- Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

- AMA PRA Category 1 Credits
- Nurses (CNE Credits)
- Other
- Psychologists (CEP Credits)

#### \* 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

## Step 6. Additional Information for Carle Foundation Hospital

### CITI - Learner Registration

Steps: 1 2 3 4 5 **6** 7

#### Please provide the following information requested by Carle Foundation Hospital

\* indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest Degree

Employee Number

\* Department

\* What is your role in research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

## Step 7. Choosing the appropriate group for your research activity at Carle

**Question 1:** select the bubble that describes your position in the research study.

- If you will only be participating in EXEMPT research, choose “**Exempt Research Education.**” This course expires after one year. Otherwise, choose “**Investigators/ Key Personnel/ IRB Members.**”
- If you have any questions as to which course you need, please call 217-326-4509 or email [mary.lyman-parrish@carle.com](mailto:mary.lyman-parrish@carle.com) .

CITI - Learner Registration - Carle Foundation Hospital

Steps : 1 2 3 4 5 6 7

### Select Curriculum

\* indicates a required field.

[View instructions page](#)

Click [here](#) to review the Carle Foundation Hospital instructions page.

### \* Question 1

If you have any questions, please contact the Carle CITI administrator @ 217-326-4509.

Select the group appropriate to your research activities. You will be enrolled in the Basic course for that group.

Choose one answer

Investigators/ Key Personnel/ IRB Members

Research Office/HSP Staff

Exempt Research Education

Research Personnel who have completed core training for University of Illinois at Urbana-Champaign (UIUC)  
(Participants in this user group must send a copy of their UIUC CITI completion page to [IRB@carle.com](mailto:IRB@carle.com) for proof of UIUC training).



**Question 2:** Currently, Conflict of Interest training is only required for those researchers who plan to apply for federal funds from the Public Health Service (PHS) to support their research; or for those researchers who are currently engaged in research on PHS funded projects. Sources of PHS funding for research include the National Institute of Health (NIH), Centers for Disease Control and Prevention (CDC) and Agency for Healthcare Research and Quality (AHRQ). Go to <http://www.hhs.gov/about/orgchart/> for a complete listing of all PHS agencies. If this does not apply to you, check “no.”

Would you like to take the Conflicts of Interest course?

Currently, Conflict of Interest training is only required for those researchers who plan to apply for federal funds from the Public Health Service (PHS) to support their research; or for those researchers who are currently engaged in research on PHS funded projects. Sources of PHS funding for research include the National Institute of Health (NIH), Centers for Disease Control and Prevention (CDC) and Agency for Healthcare Research and Quality (AHRQ). Go to <http://www.hhs.gov/about/orgchart/> for a complete listing of all PHS agencies. If this does not apply to you, check "no."

Choose one answer

Yes

No

**Question 3:** Would you like to take a Good Clinical Practice course? NIH policy now requires investigators who are on any clinical trial staff and NIH-funded clinical trials be trained in Good Clinical Practice, and only ONE is required. If this does not apply to you, do not check either.

Would you like to take a Good Clinical Practice course?

Note: NIH policy now requires investigators who are on any clinical trial staff and NIH-funded clinical trials be trained in Good Clinical Practice.

If you are on an NIH-funded clinical trial, only ONE is required. Otherwise, these are optional.

Choose one answer

Good Clinical Practice Course, US FDA Focus

Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)

**Question 4:** Please select the other OPTIONAL courses that you will like to review. If you do not want to take these courses, do not check either.

Please select the other OPTIONAL courses that you will like to review.(Not Required)

Choose all that apply

GCP Course for Clinical Trials involving Investigational Medical Devices (international focus)

Responsible Conduct of Research (RCR)

Click “Complete Registration”

This will take you to the CITI PROGRAM home page. Click “View Courses” and begin your CITI training.

The screenshot shows the CITI PROGRAM home page. At the top left is the CITI PROGRAM logo. To its right are navigation links: Courses, Records, CEUs, and Support. Further right is a search icon and a user profile dropdown for 'Carle Medflow ID 7903084' with a language selector set to 'English'. Below this is a blue banner with the text 'Welcome, Carle' and 'Add Institutional Affiliation Register as Independent Learner'. On the right side of the banner are two circular statistics: '0 Courses Completed' and '1 Day of Membership'. Below the banner is a green checkmark icon followed by the text 'Your registration has been completed successfully.' The main heading is 'Institutional Courses'. Below this is a paragraph explaining that institutional courses are available to learners with an affiliation with one or more subscribing institutions. It provides links for 'add an affiliation' and 'remove an affiliation'. Under the heading 'Carle Foundation Hospital', there is a blue button labeled 'View Courses' which is circled in red. Below that is a question 'Would you like to affiliate with another institution?' with a blue button labeled 'Add An Affiliation'.

The **Basic Course** will require 4-6 hours to complete. Multiple sessions are encouraged.

***To Complete the Course:***

- The minimum "passing" aggregate score for each quiz is 80%. A running tally is compiled in the Grade Book. You may repeat any quiz on which you scored less than 100%, should you desire to improve any of your quiz scores.
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent **automatically** to your institutional administrator. You may **also** return to the course site in the future to obtain a copy of the completion report.
- Submit a voluntary, anonymous user satisfaction survey.