

HUMAN PARTICIPANTS PROTECTION EDUCATION

Clarkson College requires all investigators, study personnel, and protocol coordinators engaged in human subjects' research to undergo training in the protection of human subjects. Each IRB applicant must complete the CITI training and submit an electronic copy of the completion certificate with the IRB application. The training can be accessed through the website listed below.

- a) Go to the CITI website (<https://www.citiprogram.org>).
- b) Click on "Register ": This will take you to another page.
- c) Type and select "University of Nebraska Medical Center (UNMC/UNO)."
- d) Proceed to Page 2.
- e) You will be taken to a Registration Page. Type in the appropriate information. Click "Continue to Step 3"
- f) Create your own username and Password using the instructions given. Choose a security question in case you forget your login information. Record your username and Password in a safe place because you will need them to access the course. Click "Continue to Step 4".
- g) Now you will be asked questions about gender, ethnicity, and race. After completion, click "Continue to Step 5."
- h) Complete Step 5 and click "Continue to Step 6."
- i) Now you will be asked information requested by the University of Nebraska Medical Center. Please note that you only need to type in the information in which there is an * next to it! After completion, click "Continue to Step 7."
- j) Now you will be asked a series of questions.

Do you conduct research in any of the following settings? Select "Human Subjects Research"

Have you previously completed the basic course before? Select "No, I have not completed the Basic Course...I need to complete the Basic Course" since you are required to complete the appropriate CITI Course(s) at this time.

Regarding which group you belong to? Select the group that is most applicable for your project, regardless of which institution you are affiliated (most will choose Group 3, social behavioral).

An email will be sent to you with a link to complete your registration.

- k) Your username and password are what you selected. Therefore, you will be able to access the website from the link sent in the email www.citiprogram.org.

Follow the directions on the screen to complete the training. Most of the modules are brief, and the quizzes can be re-taken if you do not pass.

Please be sure to print out a copy of your Course Completion Record when you have completed the courses and save it electronically. Maintain a copy for your records and send a copy to IRB@clarksoncollege.edu. It is crucial that the Clarkson IRB Office receives a copy of your Course Completion Record with your IRB application. CITI certification lasts for three years.