



Institutional Review Board

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CITI TRAINING COMPLETION GUIDE

INTRODUCTION:

The IRB requires all individuals engaged in human participant research at University of Maryland College Park to complete CITI Training **every three (3) years**. Prior to expiration you will receive reminders to complete the **Refresher Course**.

If you have questions regarding this requirement contact the IRB Office by phone at 301-405-4212 or via email to irb@umd.edu.

REQUIRED CITI TRAINING:

1. Go to www.citiprogram.org to complete the training.

2. Sign In/Register:

At the top, right corner of the screen, hit the “Log In” button. This will give you three options:

- Log In,
- Log In Through My Institution, OR
- Register.

***If you have an existing CITI account and remember the username/password, you may choose the “Log In” option.**

NOTE: CITI now allows users to log in to CITI using their University ID and password. To do this, you must sync your existing CITI account to your University ID/password by going to “Log In Through My Institution.” Choose the “University of Maryland, College Park” as your institution. On the next screen indicate “I already have a CITI Program account” and provide your CITI Username/Password. Click “Log In.”

***If you are affiliated with the University of Maryland but have not created a CITI account, you should choose the Log In Through My Institution option.**

This will allow you to register for CITI by using your University ID and password. Choose the “University of Maryland, College Park” as your institution. On the following screen, select “I don’t have a CITI Program account and I need to create one.” Follow the prompts to set up your CITI account.

***If you are not affiliated with the University, please log in through your institution or choose Register.**

3. Add a CITI Course

Click: Add a Course under My Learner Tools for the University of Maryland, College Park. Individuals are **required** to take **one** of the following Basic Courses depending on the scope of their research:

Question 1 - Human Subjects Research

- **Biomedical Research Investigators** – 15 Required Modules, 2 Supplemental Modules
- **Social and Behavioral Research Investigators** – 11 Required Modules

If you cannot complete the training in one sitting, you can save and finish at a later time. (You can stop and start as many times as you need).

FIND AND VIEW CITI CERTIFICATE:

You can view and access your CITI certificate by logging into your CITI account at www.citiprogram.org.

On the **Main Menu**, click **University of Maryland, College Park Courses**. This should give you a list of your completed CITI courses. Under the heading titled “Completion Record,” there is an option to **View/Print** your certificate. **Please be sure to save a copy of your certificate** to your desktop. You should be able to save this certificate as a PDF.

You can also access your completed CITI Courses by clicking on **My Records**. This tab lists all of your completed courses. The **View/Print** option under **Completion Record** allows you to print and/or save your CITI certificate as a PDF.

LINKING CITI TRAINING IN IRBNET:

Step 1: Add CITI Certificate to User Profile

- Log into IRBNet.
- Click **User Profile** in the upper, right corner of the screen.
- Scroll to the bottom of the page and click **Add New Training & Credentials Record** under the **Training and Credentials** section.
- Follow the prompts to attach the PDF version of your completed CITI Training.

Step 2: Link CITI Certificate to Individual Projects

- Once your CITI Training is added to your User Profile, click the **My Projects** tab. *Click on the title of the project you would like to link the CITI training record to.
- Go to the **Designer** page. You should see the documents you have already uploaded to the project. Underneath these documents, click the blue **Link/Unlink Training Records** button.
- On the next page, your CITI Training records should appear. You will need to click the box on the left of each training record. Then click save. Your training records should appear as linked on your project.

NOTE: You must link your training with EACH project of which you are a research team member. If the IRB Office receives your application without the CITI Completion Report of each research team member, the project will be unlocked so you may add them before we continue with the review process.

OPTIONAL COURSES:

Good Clinical Practices (GCP): GCP consists of basic and refresher courses that provide essential good clinical practice training for research teams involved in clinical trials of drugs, biologics, and devices. It is an international quality standard that is provided by International Conference on Harmonisation (ICH), an international body that defines standards, which governments can transpose into regulations for clinical trials involving human subjects.

Responsible Conduct of Research: RCR covers core norms, principles, regulations, and rules governing the practice of research. The National Institutes of Health (NIH), National Science Foundation (NSF), and U.S. Department of Agriculture (USDA) require certain categories of researchers to receive RCR training. However, RCR is increasingly viewed as an essential component of training, regardless of a researcher's source of funding. Tailored training courses are available for Administrators, Engineers, Humanities, Physical Sciences, Biomedical and Social Behavioral Researchers.

Data or Specimens Only Research: This training is available as a supplement to the required training for those handling only data or specimens.

IRB Members: This training is required for IRB Members. It offers a comprehensive review of the critical areas associated with the IRB and IRB office operations.

Conflict of Interest: The COI CITI course covers the U.S. Public Health Service (PHS) regulations on financial conflicts of interest and an investigator's responsibilities related to the disclosure of "Significant Financial Interests." You are required to complete this training if funded by a PHS award.

Export Control Regulations: The export compliance training includes an introduction to export compliance as well as information focused on export compliance as it relates to biosafety, operational departments, international shipping, purchasing, international and foreign waters, collaborations, and U.S. sanctions programs, distance education, and technology.

Animal Care and Use: The animal care and use courses are designed to meet U.S. Department of Agriculture (USDA) and Office of Laboratory Animal Welfare (OLAW) requirements for basic training in the humane care and use of animals.