

## IRB CITI Training Requirements for Faculty, Staff, Students

Once you have created your account with CITI and affiliated with Kennesaw State University [KSU], please ensure that you have enrolled in the proper course. If you are still unsure after reviewing the information below, please contact the Office of Research Integrity at [resinteg@kennesaw.edu](mailto:resinteg@kennesaw.edu). *N.B.: Research Integrity has no knowledge of any requirements that are assigned by an instructor in an academic course.*

1. Go to <https://about.citiprogram.org/en/homepage/>. **If you already have a login, skip to item 24.**
2. Click on the Register button on the top right of the page.
3. Enter “**Kennesaw State University**” in the “**Select Your Organization Affiliation**” search box.
4. Click the box to “**Agree to the Terms of Service**”. Then click the box to affirm that you are an affiliate of KSU.
5. Click “**Create a CITI Program account**”.
6. Enter your information in the appropriate boxes. You can include a personal email as either the primary or the secondary option. We suggest you use your KSU email for at least one.
7. Click “**Continue to Step 3**”.
8. Follow the on-screen instructions to create a Username and Password. **For security purposes do NOT use your KSU NetID and password on this website.**
9. Select a security question and answer.
10. Click “**Continue to Step 4**”.
11. Please enter your Country of Residence.
12. Click “**Continue to Step 5**”.
13. KSU’s Office of Research Integrity does not require that you maintain CE Credits; however, if you choose “Yes” as your answer you will have the ability to request and personally pay for those credits later if you decide you need them. Choosing “Yes” does not obligate you in any way; it only makes them accessible to you.
14. You may choose to allow CITI Program to contact you to participate in a research survey, but a “Yes” answer is not required by KSU.
15. Click “**Continue to Step 6**”.
16. For “Institutional email address” **enter your official KSU email address, [NetID]@kennesaw.edu or [NetID]@students.kennesaw.edu**. Do not use any aliases you may have set up for your KSU email. This address must match our user database for the Cayuse Research Suite to sync your training with Cayuse.
17. Fill in the required answer to “Highest degree.”
18. Select the role that best describes you under “Primary research role.”
19. Click the drop-down box for “Which course do you plan to take first?” and select **Human Subjects Research**. You can add courses as needed after you have created your profile.
20. Click “**Continue to Step 7**”.
21. In the course selection list, check the box next to “**Human Subjects Research Training**.” You may also select any additional courses you need at this time.
22. Click “**Next**” at the bottom. You will see a series of follow-up questions (shown below). Choose the correct course at the top that relates to your research as well as any other courses that apply. If you are an IRB Member, you can add your committee training here as well.

23. Click “**Next**” at the bottom of each question page. If you have chosen any other course additions, you might see additional follow up questions. The last step is to click the “**Finalize Registration**” box. After all steps are completed, you will return to your list of courses.

If you already have a CITI account:

24. Log in to your CITI account.
25. Click “**My Courses**” along the top menu.
26. Next to “Kennesaw State University” click “**View Courses.**” *If you do not have KSU in your Institutional Courses list, click the “**Add Affiliation**” button, then search for and select “**Kennesaw State University**” in the box on the following webpage. Click the box to “**Agree to the Terms of Service**” then click the box to affirm that you are an affiliate of KSU. Click “**Continue**,” then follow steps 6-23 above.*
27. Either click “**Learner Tools**” at the top of the course list or scroll to the bottom of the page.
28. Within the “Learner Tools” box, click “**Add a Course.**”
29. In the course selection list, check the box next to “**Human Subjects Research Training.**” You may also select any additional courses you need at this time.
30. Click “**Next**” at the bottom. You will see a series of follow-up questions (shown below). Choose the correct course at the top that relates to your research as well as any other courses that apply. If you are an IRB Member, you can add your committee training here as well.
31. Click “**Next**” at the bottom of each question page. If you have chosen any other course additions, you might see additional follow up questions. After the questionnaire is complete you will return to your list of courses.

#### **HUMAN SUBJECTS RESEARCH – required for IRB protocol approval**

Choose one learner group below based on your role and the type of human research activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one course

- **Social, Behavioral, & Educational Research with Human Subjects:** Choose this group to satisfy CITI training requirements for faculty, students, and staff involved in Social, Behavioral, & Educational research with human subjects.
- **Biomedical Research with Human Subjects:** Choose this group to satisfy CITI training requirements for faculty, students, and staff involved in Biomedical research with human subjects.
- **Students in Research:** This course does not fulfill the IRB requirements for ethics training. ONLY choose this if you are in an undergraduate course that has a class project requirement or are otherwise directed by your instructor or research advisor.
- Not at this time

#### **OPTIONAL COURSES for Human Subjects Research**

Choose all that apply.

- ☐ **Advanced Issues in Informed Consent**
- ☐ **Informed Consent and Incidental Findings in Research with Human Subjects**
- ☐ Not at this time

#### **INSTITUTIONAL REVIEW BOARD [IRB] MEMBERS**

If you are a member of the IRB, then select the appropriate category below.

Choose all that apply.

- ☐ **IRB Members Basic Course**  
If you are a member of KSU’s Institutional Review Board [IRB], then you need to maintain a current CITI certification in the **IRB Members Basic Course** as well as the appropriate **Social, Behavioral, & Educational** or **Biomedical Basic Course** during your term of service.
- ☐ **IRB Chair**
- ☐ **Institutional/Signatory Officials**
- ☐ Not at this time

Once all required modules are completed successfully, you will be shown a “View course completion history and print completion certificates” link. There is also an option to “View/Print” or “Share” your *Completion Record* of each course at the *Courses* menu once it has been completed. We recommend that you save the certificate for your records.