CITI Basic Training Guide

Contents
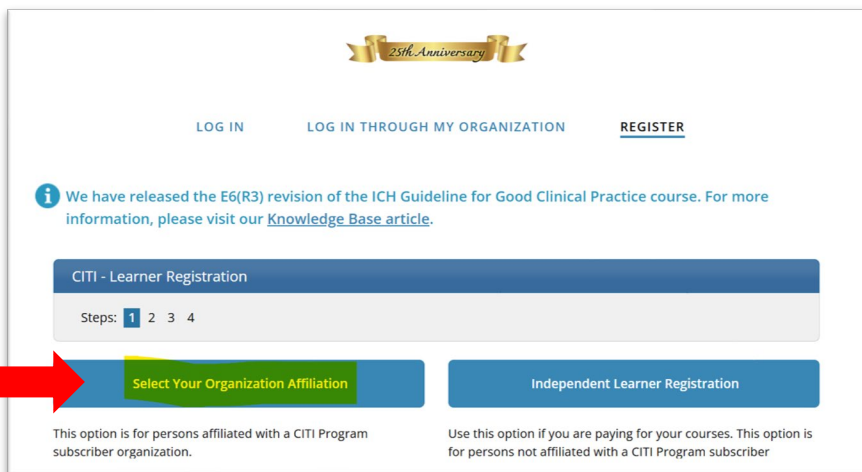
Introduction to CITI Training

All investigators (faculty, staff and students) are required to complete the CITI Program training in human subjects protection prior to conducting research with human subjects. The CITI Program is an online training program and can be found at www.citiprogram.org. This training requirement applies regardless of whether such research receives external funding, and it applies to all academic levels. The IRB requires researchers who have active IRB protocols to complete human subjects training every four years. Four years after completing the Basic course, the CITI Refresher course will be required. The Basic and Refresher courses will alternate every four years thereafter. The CITI Program website will prompt researchers to take the appropriate required course at the time of training expiration.
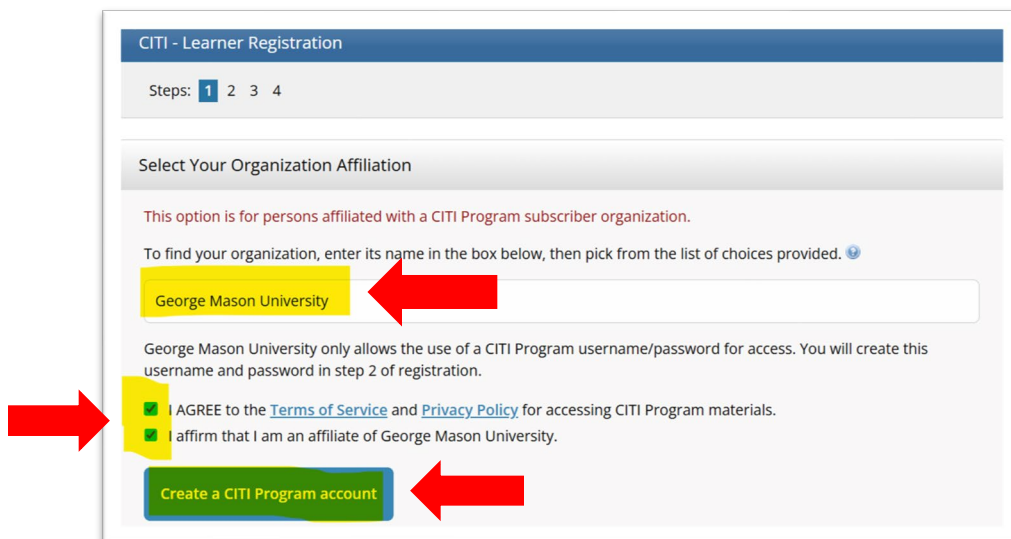
Registering for a CITI Account

1. To access CITI training, go to http://www.citiprogram.org

2. The first time you access the site, click "Register Here" to create an account.
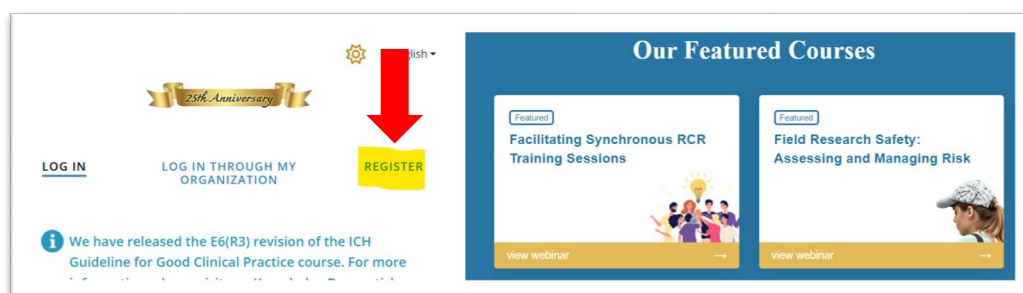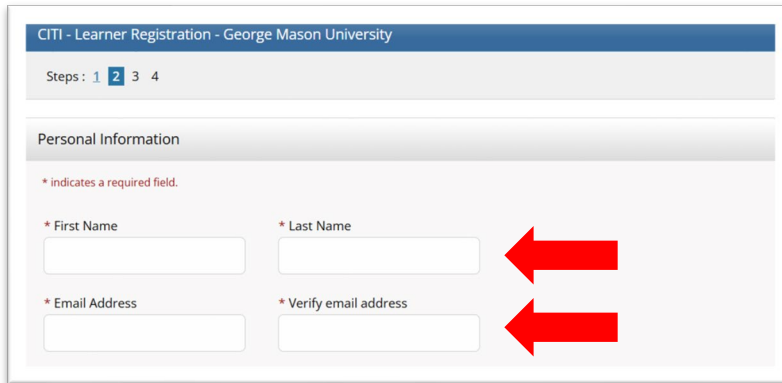

3. Click on the "Organization Affiliation" drop down menu.

4. Type "George Mason University" in the search bar and select George Mason University.

5. Next, agree to the terms of service and privacy policy.

6. Confirm your GMU affiliation.

7. Then click "Create a CITI Program account."

8. Complete all enrollment information.

- **NOTE: You should use your GMU email address is used to create your CITI account.**
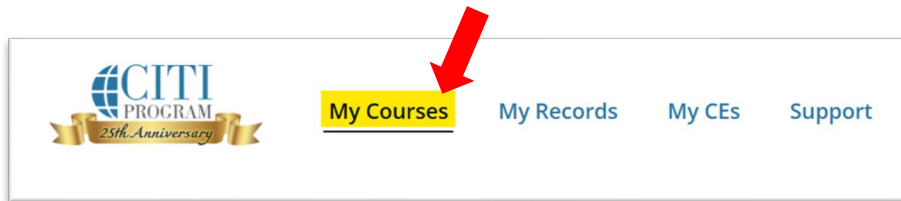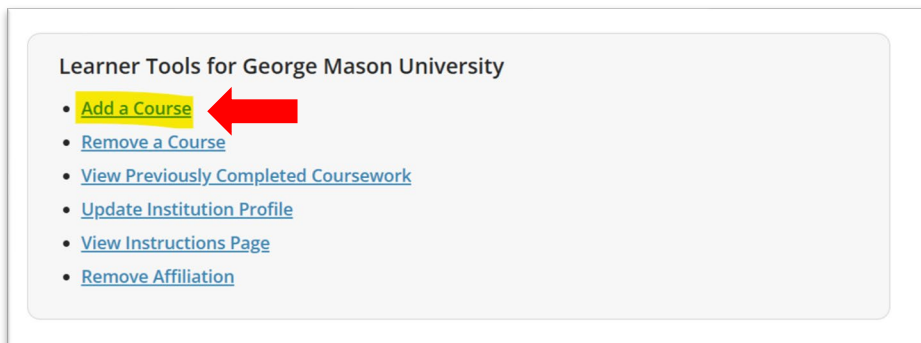
9. Continue through the prompts in each step.
10. Click the Submit button.

Selecting Your CITI Courses

1. From the top of the page, click My Courses.

2. Scroll to the bottom of the page to select "Add a Course."

3. Select "I am interested in Human Subjects Research Courses" – click next

4. Select "I need to enroll in a Basic course" or "I need to enroll in a Refresher course" – click next

5. Select the appropriate human subjects course (Group 1 – Social & Behavioral or Group 2 - Biomedical) that is relevant to your discipline and research area – click next

6. If enrolling in the Basic course, select "I have not previously completed an approved Basic course"

7. Affiliate with another institution if applicable, if not, select "No"

8. Click the submit button
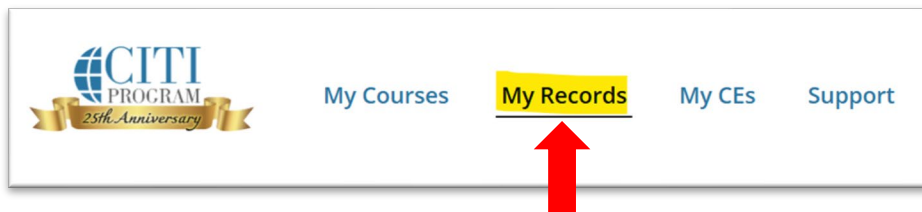
Completing the CITI Basic Course

Prior to conducting any human subjects research at George Mason, you must complete the Basic Human Subjects Research Course, which consists of several user modules. You must take the modules in the order they are shown and complete a short quiz following each one. You do not have to complete all modules at one time, and you may return to the program as many times as you need to complete the course.

In addition to the required modules, there are optional modules. If the information in any of the optional modules relates to your research, you are required to complete the appropriate optional module. For example, if your research involves minors, you must complete the module on research with children.

The National Institutes of Health (NIH) requires education on the protection of human research participants for all key personnel submitting NIH applications for grants or proposals for contracts or receiving new or non-competing awards for projects involving human research participants. The training is required for both exempt and nonexempt research involving human subjects. Mason faculty, staff and students who are key personnel for NIH funded human subjects research can fulfill the NIH training requirement by completing the CITI training.

Accessing CITI Training Records / Completion Certificates

1. To find CITI completion reports, click My Records at the top of the page.

2. **Then, scroll down to view the courses.**

You can view the course(s) that have been completed, the expiration date, etc.

3. Click on "View-Print-Share" to access a downloadable copy of your completion report.

4. Either the Completion Report and Completion Certificate are acceptable to provide the IRB staff and/or to save for your own records.

5. Click on View/Print to save a copy locally.

George Mason University
ID 489

Group 1 Social & Behavioral Research

Name	Stage	Completion Date	Expiration Date	Record ID
Kimberly Paul	1 - Basic Course	17-Aug-2018	17-Aug-2022	28195889

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print] [Copy Link ⬈]

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print] [Copy Link ⬈]

Questions about CITI Training

Please contact ORIA at irb@gmu.edu or 703-993-4121.