



### **What is CITI training?**

- Online training on the rules, regulations and ethical principles governing:
  1. Research involving human subjects
  2. Research involving animals
  3. General responsible conduct of research
  4. Research and conflicts of interest

### **Who should complete CITI training?**

- All Principal Investigators and Student Investigators who are conducting research involving human subjects or animals are **REQUIRED** to take the CITI human subjects/animal course.
- All Principal Investigators and Student Investigators who are conducting research supported by an external grant or contract are required to complete the Responsible Conduct of Research (RCR) course within one year of receipt of the award. In some instances, a federal agency may require completion of the RCR course prior to receipt of the award.
- All Principal Investigators and Student Investigators who are conducting research supported by an external grant or contract are required to take the Conflict of Interest (COI) course prior to receipt of the award. In some instances, a federal agency may require completion of the COI course prior to submission of the proposal.
- All faculty members conducting any type of research are encouraged to complete the RCR and COI courses, even if their research is not supported by extramural funds.

### **I have an existing NIH human subjects research certification, do I need to take the CITI training?**

The CITI human subjects course is available for immediate use as of **August 1, 2017**.

Investigators who have existing NIH certification can retain that valid certification for five years from the date of completion—as long as the date of completion is prior to August 1, 2017. Once expired, investigators will need to become certified through CITI.

### **How do I complete CITI training?**

**Step 1:** Visit the CITI training website: <https://www.citiprogram.org>

**Step 2:** Create an account

**Step 3:** Click “Add a Course” in the “My Learner Tools for University of Wisconsin-Green Bay”

**Step 4:** Choose your course (course options include: Human Subjects Research, Responsible Conduct of Research, Conflict of Interest, or Laboratory Animal Research).

**Step 5:** Select the course which best fits the type of research you plan to conduct (example options include: biomedical research, social & behavioral research, research with data or lab specimens-only, etc.)

**Step 6:** Complete all modules required for your course. A score of at least 80% is required before a completion report will be issued.

### **Do I have to complete all modules at once?**

No, your progress is saved. You can leave the training and come back to it over hours, days, or even weeks.



**What if I don't get a high enough score?**

You can review any module and retake the quiz until you get the minimum 80% score.

**How do I submit my completion report?**

**Step 1:** Click on the "My Reports" button at the top of the CITI web page.

**Step 2:** Click on the "View/Print" button under the "Completion Report" column of your course.

**Step 3:** Principal Investigators and Student Investigators conducting research with human subjects or animals should include an electronic copy of the Completion Report as part of their IRB or IACUC protocol submission.

**Step 4:** Principal Investigators completing the Responsible Conduct of Research or Conflict of Interest courses should email an electronic copy of their Completion Report to Lidia Nonn at [nonnl@uwgb.edu](mailto:nonnl@uwgb.edu).

**Step 5:** Save a copy for your own records, or for requests from funding agencies.

**Why do I need to complete CITI training?**

As an institution of higher education in the United States where research is conducted, UWGB is mandated by federal, state, UW System and internal policies to require certain research-related trainings and associated investigator certifications. Dependent on the topic, CITI courses meet one or more of the institution's obligations to ensure the responsible conduct of research on the campus. In regards to CITI human subjects and animal research investigator certifications, UWGB is required by federal law to mandate that all investigators conducting research with human subjects or animals to complete training regarding the protection of human and animal subjects that participate in research conducted at the institution. The CITI training content and associated certifications meet these federal requirements. Responsible Conduct of Research (RCR) and Conflict of Interest (COI) CITI training meet multiple federal obligations required of investigators who are funded through certain federal agencies.

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