Required CITI Training for Tennessee Tech IRB Departmental Reviewers

All faculty or staff at Tennessee Tech serving as a Departmental Reviewer on all IRB Applications for Research Involving Human Subjects must complete training in the responsible conduct of research, ethics in human subject research training, and training specific to Departmental Reviewers.

TTU Policy 730 (Institutional Review Board) requires all researchers, board members, and faculty supervisors to complete human subjects training. TTU Policy 750 (Responsible Conduct of Research) requires all researchers and board members to complete training in the responsible conduct of research.

In the CITI training website, the required training are:
- **"Social and Behavioral Responsible Conduct of Research"** *or the RCR course that applies to your field*
- **"Departmental Reviewer"**
- **"IPS for IRB Members"**

Each training course has several modules. At the end of each module, you will need to complete a two- to five-question quiz. The courses must be passed with a grade of 80% or higher.

CITI Training Instructions:

Go to https://www.citiprogram.org/. Create an account through the "Register" link.

Step One:
➔ Under "Select Your Organizational Affiliation," begin typing "Tennessee Technological University" and select it when it comes up
➔ Check "I AGREE to terms…" and "I affirm that I am an affiliate…"
➔ Click on "Create a CITI Program account"

Step Two:
➔ Provide name and email address (TTU staff or faculty members must use their TTU email address)

Step Three:
➔ Select a username, password, and security question

Step Four:
➔ Select country of residence and answer the question about being contacted by CITI

Step Five:
➔ Select "No"
➔ Click "Submit"

Step Six:
➔ Provide the required information
➔ Under "Role in Research," select "IRB Member" since there is no option for Departmental Reviewers

Step Seven:
➔ Under Question 1, select "Departmental Reviewer"
➔ Under Question 2, select the "Responsible Conduct of Research" course that applies to your field
➔ Under Question 3, select "Not at this time."
➔ Skip Question 4
➔ Under Question 5, select "IPS for IRB Members"
➔ Skip Question 6
➔ Click "Submit" to finalize registration
➔ You're now ready to complete the required training courses. All your required courses should appear on the "Courses" page.

NOTE: If your field is in biomedical research, you are <u>also</u> required to take the "Biomedical Researchers including all students and faculty acting as an Investigator (PI-co-PI)" course. In this case, please take the following <u>additional</u> steps:

Step Eight:
➔ On the "Courses" page, scroll to bottom of the page and select "Add a Course."

Step Nine:
➔ Under Question 1, select "Biomedical Researchers including all students and faculty acting as an Investigator (PI-co-PI)"
➔ Under Question 2, select "Not at this time."
➔ Under Question 3, select "Not at this time."
➔ Skip Question 4
➔ Under Question 5, select "I'm not required to complete IPS training at this time."
➔ Click "Submit"
➔ You're now ready to complete the required training courses. All your required courses should appear on the "Courses" page.

Once you have completed the training, please email IRB@tntech.edu to let us know that you have completed your required training courses. You should also download and save the certificates of completion for your own records.

"Departmental Reviewer" Modules:
Basics of Health Privacy (ID 1417)
Health Privacy Issues for Researchers (ID 1419)
FERPA: An Introduction (ID 17407)
FERPA for Researchers (ID 17410)
Data and Safety Monitoring in Human Subjects Research (ID 17433)
Belmont Report and Its Principles (ID 1127)
History and Ethical Principles - SBE (ID 490)
Defining Research with Human Subjects - SBE (ID 491)
Assessing Risk - SBE (ID 503)
The Federal Regulations - SBE (ID 502)
Informed Consent - SBE (ID 504)
Internet-Based Research - SBE (ID 510)
The IRB Member Module - 'What Every New IRB Member Needs to Know' (ID 816)
Privacy and Confidentiality - SBE (ID 505)
Research with Prisoners - SBE (ID 506)
Research with Children - SBE (ID 507)
Research in Public Elementary and Secondary Schools - SBE (ID 508)
International Research - SBE (ID 509)
International Studies (ID 971)
Students in Research (ID 1321)
Vulnerable Subjects - Research Involving Workers/Employees (ID 483)
Conflicts of Interest in Human Subjects Research (ID 17464)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID 14928)
Cultural Competence in Research (ID 15166)