CITI Training
for
Principal Investigator (PI) & Co-Principal Investigator (Co-PI)

All faculty, staff, and student at Tennessee Tech serving as a Principal Investigator, Co-Principal Investigator, or Faculty Supervisor on all IRB Applications for Research Involving Human Subjects must complete training in the responsible conduct of research and ethics in human subject research training.

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 includes:
- RCR: "Social and Behavioral Responsible Conduct of Research" and
- Human Subjects: "Human Subjects Research (including privacy) | All student & faculty researchers & Fac. Supervisor"

Each training course has a number of modules. Each module should take about an hour to complete; however, an entire course does not need to be completed in one sitting. Each course consists of 13-16 brief modules, and, at the end of each module, you will need to complete a two- to five-question quiz. The courses must be passed with an 80 or higher.

NOTE: The IRB does not require HIPAA training. However, some departments and/or colleges occasionally require HIPAA training. In CITI, this training is called, "IPS for Researchers including all student investigators and faculty acting as an investigator (PI/Co-PI)" (See instruction for finding this training under "II. Returning Users" below.

CITI Training Instructions:

I. NEW USERS:
Go to https://www.citiprogram.org/.
Create an account through the "Register" link.
Step One:
→ Under "Select Your Organizational Affiliation," select "Tennessee Technological University."
→ Check "I AGREE to terms…"
→ Continue to Step #2

Step Two:
→ Provide name and TTU email address.
→ Continue to Step #3

Step Three:
→ Select a username & password
→ Continue to Step #4

Step Four:
→ Select country of residence
→ Continue to Step #5

Step Five:
→ Select "No" and "No"
→ Continue to Step #6

Step Six:
→ Provide required information
→ Under "Role in Research," select "Principal Investigator."
→ Continue to Step #7

Step #7:

 → Under "Question #1," select "Human Subjects Research (including privacy) | All student & faculty researchers & Fac. Supervisor."

 → Under "Question #2," select the Responsible Conduct of Research for your related field.

 → Under "Question #3," select "Not at this time."

 → Skip "Question #4."

  → Continue to Step #8

   → Finalize Registration

    → You're now ready to complete the required training.

Once you have completed the training, please download and save the Certificate of Completion for your records.

II. RETURNING USERS:

Log into CITI: https://www.citiprogram.org/.

Step One:

 → Click on "View Courses" beside Tennessee Technological University

Step Two:

 → Scroll to the bottom of the page and select "Add a course."

Step Three:

 → Add the desired course. For example, most commonly, researchers need to add "Social and Behavioral Responsible Conduct of Research Course." To do this, select "Social and Behavioral Responsible Conduct of Research Course" under "Question 2." (NOTE: HIPAA training can be added by selecting, "IPS for Researchers including all student investigators and faculty acting as an investigator (PI/Co-PI)" under "Question 5.")

Step Four:

 → Scroll to bottom of page and select "Submit."

Once you click "Submit," you will be rerouted to the training page for Tennessee Technological University, on which you should see the newly added course.

Principal & Co-Principal Investigator Modules:
(COURSE TITLE: "SBE Researchers including all students and faculty acting as an Investigator [PI-co-PI]")
Belmont Report and CITI Course Introduction (ID: 1127)
Students in Research (ID: 1321)
Defining Research with Human Subjects - SBE (ID: 491)
Assessing Risk - SBE (ID: 503)
History and Ethical Principles - SBE (ID: 490)
The Federal Regulations - SBE (ID: 502)
Informed Consent - SBE (ID: 504)
Internet-Based Research - SBE (ID: 510)
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)
Research and HIPAA Privacy Protections (ID: 14)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)

Responsible Conduct of Research Modules: "Biomedical," "Physical Science," & "Social & Behavioral"
Responsible Conduct of Research (RCR) (ID: 1043)
Introduction to the Responsible Conduct of Research (ID: 1248)
Using Animal Subjects in Research (RCR-Basic) (ID: 13301)
Research Involving Human Subjects (RCR-Basic) (ID: 13566)
Export Controls and National Security (RCR) (ID: 14770)
Plagiarism (RCR-Basic) (ID: 15156)
Authorship (RCR-Basic) (ID: 16597)
Collaborative Research (RCR-Basic) (ID: 16598)
Conflicts of Interest (RCR-Basic) (ID: 16599)
Data Management (RCR-Basic) (ID: 16600)
Mentoring (RCR-Basic) (ID: 16602)
Peer Review (RCR-Basic) (ID: 16603)
Research Misconduct (RCR-Basic) (ID: 16604)

Responsible Conduct of Research Modules: "Engineers"
Environmental and Social Dimensions of Engineering Research (RCR-Engineering) (ID: 12835)
Using Animal Subjects in Research (RCR-Basic) (ID: 13301)
Introduction to RCR for Engineers (ID: 13303)
Completing the RCR for Engineers Course (ID: 13304)
Export Controls and National Security (RCR) (ID: 14770)
Plagiarism (RCR-Basic) (ID: 15156)
Research Involving Human Subjects (RCR-Basic) (ID: 13566)
Authorship (RCR-Basic) (ID: 16597)
Collaborative Research (RCR-Basic) (ID: 16598)
Conflicts of Interest (RCR-Basic) (ID: 16599)
Data Management (RCR-Basic) (ID: 16600)
Mentoring (RCR-Basic) (ID: 16602)
Peer Review (RCR-Basic) (ID: 16603)
Research Misconduct (RCR-Basic) (ID: 16604)