CITI Training for Principal Investigators & Co-Principal Investigators

All faculty, staff, and students at Tennessee Tech serving as a Principal Investigator (PI), Co-Principal Investigator (Co-PI), or Faculty Supervisor on IRB Applications for Research Involving Human Subjects must complete CITI Program training courses in Responsible Conduct of Research, Human Subject Research Ethics, and Information Security Privacy.

In the CITI training website, the required training courses are:
- RCR: "Social and Behavioral Responsible Conduct of Research" and
- Human Subjects: "Human Subjects Research (including privacy) | All student & faculty researchers & Fac. Supervisor"
- Information Privacy Security (IPS): "IPS for Researchers including all student investigators and faculty acting as an investigator (PI/Co-PI)"

Each training course contains a number of modules. At the end of each module, you will need to complete a quiz. To fulfill the CITI training requirement, all courses must be passed with an 80% or higher score.

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 Seven:
→ Under "Question #1," select "Human Subjects Research (including privacy) | All student
& faculty researchers & Fac. Supervisor."
→ Under "Question #2," select "Social and Behavioral Responsible Conduct of Research."
→ Under "Question #3," select "Not at this time."
→ Skip "Question #4."
→ Under "Question #5," select "IPS for Researchers including all student investigators and faculty
acting as an investigator (PI/Co-PI)."
→ 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."

To add the required IPS course, select "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.

Questions can be directed to IRB@tntech.edu.

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