

Required CITI Training for Departmental Reviewer

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 includes:

- “Social and Behavioral Responsible Conduct of Research” and
- “SBE Researchers including all students and faculty acting as an Investigator (PI-co-PI)”
- “Departmental Reviewer”

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.

CITI Training Instructions:

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 “SBE Researchers including all students and faculty acting as an Investigator [PI-co-PI].”
- Under “Question #2,” select the “Social and Behavioral Responsible Conduct of Research.”
- 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”
 - Finalize Registration

Step Eight:

- On the “Courses” page, scroll to bottom of the page and select “Add a Course.”

Step Nine:

- Under “Question #1,” select “Departmental Review Coordinator.”
- Under “Question #2,” select the “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 of your required courses should appear on the “Courses page.”

Once you have completed the training, please download and save the Certificate of Completion for all three of the training courses (PI/Co-PI, RCR, & Departmental Reviewer) for your records and to submit with your IRB application.

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)

Social & Behavioral Responsible Conduct of Research Modules:

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)

Departmental Reviewer Modules:

Belmont Report and CITI Course Introduction (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)
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)
Students in Research (ID: 1321)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)
Cultural Competence in Research (ID: 15166)