

CITI Training for Departmental Reviewers

This training is required of all Departmental Reviewers.

Departmental Reviewers are appointed by their department chairpersons or, as appropriate, college dean. In order to be certified once appointed, the following training must be completed.

The training should take a few hours to complete; however, it does not need to be completed in one sitting. It consists of 17 brief modules, each with a two- to five-question quiz. All quizzes must be passed with an 80% or better.

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 #7:

- Under “Question #1,” select “Departmental Reviewer.”
- 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 “Departmental Reviewer” training.

Once you have completed the training, please download and email the Certificate of Completion to Amy Hill (AmyHill@tntech.edu) in the Office of Research.

To inquire about becoming a certified Departmental Reviewer, please email the IRB Chairperson, Dr. Steven Seiler (sseiler@tntech.edu).

Summary of approved training modules for all Departmental Reviewers:

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)

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)