



CREATED BY GUSNIP NTAE CENTER

# Guide to CITI Training for Human Subjects Research

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## Purpose

This document is a guide about the process of obtaining a Collaborative Institutional Training Initiative (CITI) Training Certificate, which is required for all grantees supported through the GusNIP family of funding (GusNIP, GusCRR, ARPA, etc.) conducting research with the GusNIP Training, Technical Assistance, Evaluation, and Information (NTAE) Center.

## About CITI Training

Any research that is conducted with human subjects must be reviewed and approved by an Institutional Review Board (IRB) to ensure that participants are being treated safely and ethically and that there are proper protocols to maintain confidentiality. Each local IRB requires that all team members that collect or see participant data complete human subjects research training. The CITI Program is an online training program designed to provide uniform education to research team members about human subjects research. The learning modules within the training are followed by quizzes. The CITI training takes individuals two to six hours to complete, depending upon the learner's speed. After completing the CITI training modules and corresponding quizzes, each team member will receive a certificate of completion. The certificate of completion should be sent to the person who will submit your team's IRB application as it will be included in the IRB application package. CITI certification must be renewed every three years.

## Directions

If you are new to the CITI program, and your organization does not utilize a Single Sign On (SSO), you will need to register for a new account, including a CITI Program username or password. For more information on accessing CITI trainings using your organization's SSO, please check your local institution's guidance or review the [CITI Program Getting Started Guide](#). Please note that each team member who is completing CITI training should register for their own account and **affiliate with institutions as an individual, not as an organization.**

## To register for a new account

1. Go to the [CITI Program website](#).
2. Choose “Register” in the top tool bar (Figure 1).

Figure 1



3. Search for and select your organization under “Select Your Organization Affiliation.”
4. If you are already affiliated with a local university, health care system, or state government, type in that organization’s name and click on it if it appears in the search box. This ensures that the modules are FREE for you to take. Agree to the terms of service and, if applicable, that you are an affiliate by using the check boxes (Figure 2).

Figure 2

LOG IN      LOG IN THROUGH MY ORGANIZATION      **REGISTER**

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 📄

University of Nebraska Medical Center (UNMC/UNO)

University of Nebraska Medical Center (UNMC/UNO) only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of University of Nebraska Medical Center (UNMC/UNO).

Create a CITI Program account

5. If you are NOT affiliated with a local university, health care system, or state government, you may select to affiliate with the University of Nebraska Medical Center, the local IRB of the Gretchen Swanson Center for Nutrition. Agree to the terms of service and, if applicable, that you are an affiliate by using the check boxes.
6. Continue through the steps to create your CITI name and password. Complete all of the information denoted by a red asterisk. You can include your own e-mail address and contact information. Your role in the research is likely “Co-Investigator.”
7. If asked, choose “no” for Continuing Education Credits, unless you choose to do so (this costs money and takes time).

### Adding a course

1. After creating your account, you will be able to add courses.
2. Each organization/affiliate may have a different name for the course, but to meet NTAE requirements, you should look for a course with the key words **Human Subjects Research** and **Social and Behavioral Research**. The course should provide foundational training covering the major topical areas in human subjects research protections and offer historic and current information on regulatory and ethical issues important to the conduct of research.
3. **Figures 3, 4, and 5** are examples of an appropriate course from different institutions. Do not choose to take refresher courses unless you have already completed the basic course.
4. If asked about an animal welfare course, indicate “no.”

Figure 3

Please select a course

This question is required. Choose all that apply.

- Human Subjects Research  
- required for all personnel participating in IRB approved protocols.

Figure 4

- Group 3: Social/Behavioral Course Basic**  
*Investigators conducting research performed with intent to study behaviors, attitudes and interactions and social processes among and between individuals, groups, and cultures will need to take this course. Generally this category of research has no intent of producing a diagnostic, preventive, or therapeutic benefit to the subject who is not seeking nor expecting a health benefit from the research.*

Figure 5

## Human Subjects Research

Please choose a module below based on your role and the type of human subjects activities you will conduct. See the [MSU IRB](#) website for further instructions.

- IRB Students and Class Projects**
- IRB Social and Behavioral Research**
- IRB Biomedical Research**
- IRB Data or Specimens Acquired from Human Subjects**
- IRB Information Privacy Security for PHI or HIPAA Data**
- Revised Common Rule** - learn about regulatory changes to 45 CFR 46, Subpart A, "Federal Policy for the Protection of Human Subjects"
- IRB Committee Members**

## Completing your CITI training

1. When you are ready to complete your CITI training, log in to your account and click "View Courses."
2. Complete the modules by pressing "Start Now." The modules do not need to be completed all at once, so you can work on them at your own pace and save your progress.
3. Read through the presented content and take the quizzes that follow for the Social-Behavioral-Educational (SBE) module. Save your progress as needed and return to the CITI homepage to log in and continue the module as many times as needed to complete all sections and quizzes.
4. Once you are finished with all sections and quizzes of the course, you will be presented with a certificate. Create a PDF of your certificate (e.g., print to PDF) and save it in your files. **Figure 6** is an example of what a CITI certificate will look like.
5. Once you have a PDF copy of your certificate, e-mail the certificate to the person completing the IRB application.
6. If you cannot find your certificate or need to reprint it, log in to your CITI Program account, click "View Courses" under your affiliated institution, and navigate to "Completed Courses" to print or view your certificate.

Figure 6



Completion Date 03-Jan-2023  
Expiration Date 03-Jan-2026  
Record ID 53416770

This is to certify that:

**Gretchen Groves**

Has completed the following CITI Program course:

**Group 3: Social/Behavioral Course (all UNO except HPER)**  
(Curriculum Group)  
**Group 3: Social & Behavioral Course**  
(Course Learner Group)  
**2 - Refresher Course**  
(Stage)

Under requirements set by:

**University of Nebraska Medical Center (UNMC/UNO)**

Not valid for renewal of certification through CME.



Verify at [www.citiprogram.org/verify/?w4754a9fc-a0c5-41bb-b4a3-3c5e0be6fc3b-53416770](http://www.citiprogram.org/verify/?w4754a9fc-a0c5-41bb-b4a3-3c5e0be6fc3b-53416770)

## Additional Resources

Please note that the CITI Program website has a host of resources to assist this process as well.

- [Guide to Getting Started – New Users](#) (includes a video walk through)
- [My institution is not listed](#)
- [How do I access my Completion Report/Certificate?](#)
- [How to add/change your affiliated institution or transfer completions](#)

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