

To: Faculty, staff, and students who conduct research with human subjects

April 3, 2017

The IRB committee in conjunction with Graduate Studies and Research and the Provost's office have decided to upgrade human-subjects ethics training from the existing NIH based training. We are now affiliated with CITI programming which provides comprehensive online training for researchers who are directly or indirectly involved in research with human subject or human subject specimens. The following courses are offered. When you sign up you will be asked to choose the course that is applicable to you.

- *Social & behavioral science investigator*: For researcher and staff who conduct social and behavioral research with human subjects. This includes observational, interview, survey, and experimental research with people.
- *Biomedical research investigator*: For those involved primarily in biomedical research with human subjects.
- *Research with data or laboratory specimens only*: For those doing research with human specimens or data but who have no direct contact with human subjects.

If you are a researcher whose research involves human subjects, you will be required to show proof of CITIcourse completion on IRB applications submitted after **June 1, 2017**.

Instructions for registering and enrolling in ethics programs are listed below. Please contact me should you have questions or concerns at hughes_j@utpb.edu. If you get lost while in the program, please click on the “Help” tab in the upper left hand corner to search for support.

Register for an account by clicking on the homepage link (<https://about.citiprogram.org/en/homepage/>). Once you arrive click on "register". You will need to type our institution name once the system asks for it. Users will be asked if they need the course for continuing education credits (please choose “no”). You will also need to choose a course (listed above). If you need a more thorough guide to register for an account please click here: <https://support.citiprogram.org/customer/portal/articles/2736167-login-registration-changes-on-new-citi-program-website>

If you need additional assistance please see this article demo page for registered users: https://support.citiprogram.org/customer/en/portal/articles/2765038-demo-instructions-for-registered-accounts?b_id=2337#read

You may click here for a guide to CITI navigation: <https://support.citiprogram.org/customer/portal/articles/1986734-guide-to-citi-navigation>