

# SDSU Human Research Protection Program



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UNIVERSITY

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## IRB-CITI Training Guidebook for Investigators

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# Instructions for Collaborative Institutional Training Initiative (CITI) Program Access and Training Requirements

Access the CITI program web page: <https://www.citiprogram.org/>

## A New CITI User

This path is for someone who has never accessed the CITI site before. Use the “Create an account” Register button on the right hand side of the main page. Complete the registration questionnaire with the required information (Note: not all questions will require an answer). Please use your SDSU email address as your preferred email address. You will receive confirmation that your account has been set up via email.

- 1) Go to <https://www.citiprogram.org> (Site users will need to have Internet Explorer 8 or later, or use current version of Chrome, Firefox, or Safari) Click on 'Click here to register'

The screenshot shows the CITI Program website header with the logo and navigation menu. Below the header, there is a message for returning users and a link to register. On the right side, there is a login form with fields for Username and Password, a Log In button, and a link to create an account with a Register button.

After creating your account, access the CITI program web page and enter your username and password and click login to be taken to the CITI Main Menu.

Choose: affiliate with another institution and select San Diego State University.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

**\* Select An Institution**

\* Indicates a required field.

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions

**San Diego State University** ▾

Select: Add a course or update Learner Groups. This will take you to a questionnaire to assign the required training by selection a "Learner Group" based on the type of activity you are engaged in at SDSU. Please review the training requirements below before selecting learner groups.

San Diego State University Courses

Course	Status	Completion Report	CE Credits	Survey
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My Learner Tools for San Diego State University

! You are not enrolled in any courses for this institution. [Click here to complete your enrollment.](#)

**Add a Course**

- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

# Training Requirements for Faculty/Staff Principle Investigators (PIs)

## 1) Human Subjects Research

Select Curriculum - San Diego State University

\* indicates a required field.

Question 1

### Human Subjects Research

Please choose ALL learner groups below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Biomedical Researchers
- Social-Behavioral
- IRB Members
- Faculty Advisor (supplemental)
- Biomedical Researchers -Spanish
- Social-Behavioral -Spanish
- Social - Behavioral- Vietnamese
- Biomedical Researchers - Vietnamese
- Not at this time.

## 2) Information Privacy Security

Question 3

### Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

All faculty, staff, and students conducting human subjects research in addition to IRB members must complete this section.

Choose one answer

- IPS for Faculty/Staff/Student/IRB member
- Not at this time.

\*\*Note that, while these are the minimum training requirements to conduct human subjects research, there are elective modules that contain information that may be helpful for project design, interaction with human subjects, consenting processes, and the ethical conduct of research that you are encouraged to take.

# Training Requirements for Student Principle Investigators (PIs)

## 1) Human Subjects Research

Select Curriculum - San Diego State University

\* indicates a required field.

Question 1

### Human Subjects Research

Please choose ALL learner groups below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Biomedical Researchers
- Social-Behavioral
- IRB Members
- Faculty Advisor (supplemental)
- Biomedical Researchers -Spanish
- Social-Behavioral -Spanish
- Social - Behavioral- Vietnamese
- Biomedical Researchers - Vietnamese
- Not at this time.

## 2) Information Privacy Security

Question 3

### Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

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Choose one answer

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\*\*Note that, while these are the minimum training requirements to conduct human subjects research, there are elective modules that contain information that may be helpful for project design, interaction with human subjects, consenting processes, and the ethical conduct of research that you are encouraged to take.

# Training Requirements for Faculty Co-PI for Student Initiated IRB Submissions

## 1) Human Subjects Research

Question 1

### Human Subjects Research

Please choose ALL learner groups below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Biomedical Researchers
- Social-Behavioral
- IRB Members
- Faculty Advisor (supplemental)
- Biomedical Researchers -Spanish
- Social-Behavioral -Spanish
- Social - Behavioral- Vietnamese
- Biomedical Researchers - Vietnamese
- Not at this time.

## 2) Information Privacy Security

Question 3

### Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

All faculty, staff, and students conducting human subjects research in addition to IRB members must complete this section.

Choose one answer

- IPS for Faculty/Staff/Student/IRB member
- Not at this time.

\*\*Note that, while these are the minimum training requirements to conduct human subjects research, there are elective modules that contain information that may be helpful for project design, interaction with human subjects, consenting processes, and the ethical conduct of research that you are encouraged to take.

# Training Requirements for Other Study Personnel

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## 1) Human Subjects Research

Select Curriculum - San Diego State University

\* indicates a required field.

Question 1

### Human Subjects Research

Please choose ALL learner groups below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Biomedical Researchers
- Social-Behavioral
- IRB Members
- Faculty Advisor (supplemental)
- Biomedical Researchers -Spanish
- Social-Behavioral -Spanish
- Social - Behavioral- Vietnamese
- Biomedical Researchers - Vietnamese
- Not at this time.

## 2) Information Privacy Security

Question 3

### Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

All faculty, staff, and students conducting human subjects research in addition to IRB members must complete this section.

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