IRB-CITI Training Guidebook for Investigators
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Questions- please contact SDSU Research Affairs: 619-594-6622 or irb@mail.sdsu.edu
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'

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.

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

1) **Human Subjects Research**

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<tr>
<th>Select Curriculum - San Diego State University</th>
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* 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.**

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Training Requirements for Student Principle Investigators (PIs)

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Choose all that apply

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- Social-Behavioral
- IRB Members
- Faculty Advisor (supplemental)
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Training Requirements for Faculty Co-PI for Student Initiated IRB Submissions

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Choose all that apply:

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- IRB Member
- Faculty Advisor (supplemental)
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Training Requirements for Other Study Personnel

1) **Human Subjects Research**

Select Curriculum - San Diego State University

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Choose all that apply.

- [ ] Biomedical Researchers
- [x] Social-Behavioral
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