



Institutional Review Board, Office of Research

CITI Training Guidance:

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FAQs

1. What is CITI Program?

CITI Program is the leading provider of research ethics, compliance, and professional development education.

2. Who needs CITI training?

All members of the research team involved in the design, conduct, or reporting of the research must complete training. External study team members engaged in research activities including contact or communication with participants, access to identifiable data or specimens, or involved in the consent process must affiliate with UCF in CITI and complete the appropriate UCF CITI training. Members of the research team who have not completed human research protections training may not take part in aspects of the research that involve human subjects.

3. What are the CITI training requirements for the different types of IRB review?

Investigators and staff conducting social/behavioral/education research should complete **Human Subjects Research-Group 2 Social/Behavioral Research Investigators and Key Personnel.**

Investigators and staff conducting biomedical research must complete **Human Subjects Research-Group 1 Biomedical Research Investigators and Key Personnel.**

Not Human Subjects Research- Researchers on studies that are Not Human Subjects Research are not required to complete CITI Humans Subjects Research training. This includes the PI, Faculty Advisor, co-investigators, and research assistants.

Exempt Studies- All researchers on exempt studies, UCF and external collaborators, that are considered engaged in the research must complete the UCF required CITI Human Subjects Research course. Uploading a CITI course completed at a separate university is not sufficient. **NOTE** - There may be instances where the study will go under dual review, where both IRBs will review the study. In these cases, there is a potential the IRB will accept training from another institution. This will be handled on a case by case basis.

Expedited and Convened Board Studies- All researchers on expedited studies, UCF and external collaborators, that are considered engaged in the research must complete the UCF required CITI Human Subjects Research course. Uploading a CITI course completed at a separate university is not sufficient.



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External IRB Studies- Studies where the UCF IRB is not the IRB of record (also known as a “Rely-Upon”) will be handled on a case by case basis. If the IRB of record requires the UCF IRB to oversee training, the UCF IRB will require our CITI course.

4. Do faculty advisors need to have UCF CITI training?

Faculty advisors are ALWAYS required to have CITI training, unless the study is deemed Not Human Subjects Research or when an external IRB will act as the IRB of record for the study (“Rely-Upon”) and the external IRB requires the faculty advisor to complete training. If the Rely-Upon agreement asks for the UCF IRB to oversee training, the UCF CITI completion is required.

5. What if I am working on a Department of the Navy (DON) study?

Department of the Navy (DON) must affiliate with DON in the CITI site and complete DON-Supported Extramural Performers in addition to the UCF Human Subjects Research course.

6. What if I am working on a Veterans Administration (VA) study?

The UCF IRB will accept the completion report for VA researchers when they are external collaborators and not require the collaborators to complete the UCF CITI course. UCF researchers on a VA study are additionally required to complete UCF required CITI Human Subjects Research.

7. Should I take additional CITI modules?

You are welcome to take any of the modules available to you, but for most studies, only the Group 1 or Group 2 Human Subject Research module is required prior to IRB approval. Additional CITI modules may be required to meet the needs of other compliance programs and/or funding agencies like Conflict of Interest, Good Clinical Practices, Responsible Conduct of Research, and Department of Navy .

8. How long does CITI training last?

Training is valid for a three-year period, after which time the training must be repeated as refresher course. Refresher courses can be retaken up to three times after which the full course must be completed again

9. Do I need to attach my course completion report to my IRB application?

UCF students and staff do not need to attach Human Subjects completion reports as these transfer directly from CITI to Huron IRB. If you have an external study team member, ask them for a copy of their completion report to upload to the IRB application.

If your study requires Department of Navy CITI training, upload the DON completion report for each study team member.

10. What if my completed courses don't display up in my CITI account or if my course completion doesn't show up in Huron IRB?

Contact CITI directly if your previously completed courses do not display in CITI. It is possible that they will need to merge accounts. If your course completion report doesn't show up in Huron IRB, check to see that your primary email address in CITI matches what is listed in Huron.

11. How can I access CITI Program courses?

Phone: 407.823.2901 • Fax: 407.823.3299 • Web: research.ucf.edu/Compliance/irb.html | a division of Office of Research

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The CITI site can be accessed by clicking the CITI link at the [top of the IRB home page](#) or at <http://www.citiprogram.org/>.

Create a New CITI Account for UCF Students/Staff

1. Log in with your UCF Single Sign On (SSO) credentials.



LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

Username [Forgot?](#)

Password [Forgot?](#)

Log In

1. On your welcome page, click **View Courses** course next to **University of Central Florida**.



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Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Department of The Navy

[View Courses](#)

University of Central Florida

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

2. Once in the Active **Courses** page, scroll down until **Learner Tools for University of Central Florida**. Then, click **Add a Course**.

Learner Tools for University of Central Florida

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

3. Select either **Human Subjects Research-Group 1. Biomedical Research Investigators and Key Personnel** or **Human Subjects Research-Group-2. Social/Behavioral Research Investigators and Key Personnel**.

For all the other questions select **Not at this time**.



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Question 1

Humans Subjects Protection

Investigators (PI and key research personnel who have contact or communication with subjects' or access to private identifiable information for research purposes and/or are involved in the consent process) are required to complete human research protections training through CITI before conducting human research. To enroll in the Basic Course for Protection of Human Research Subjects, select the group appropriate to your research activities.

- Human Subjects Research- Group 1.Biomedical Research Investigators and Key Personnel
- Human Subjects Research- Group 2.Social / Behavioral Research Investigators and Key Personnel
- Not at this time.

4. Submit.

5. Begin the course.

Create a New CITI Account for Non-UCF Study Team Members

1. You can access the CITI Program training site using the link: www.citiprogram.org
2. Click **Register**
3. Select **Organization Affiliation**
4. Continue To Create Your CITI Program Username/Password
5. When directed to provide UCF Employee Number, use seven zeros (0000000).



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Steps: **1** 2 3 4 5 6 7

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 Central Florida

University of Central Florida allows the use of a CITI Program username/password or Single Sign On (SSO) for access.

Single Sign On (SSO) requires a username and password issued by University of Central Florida.

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

I affirm that I am an affiliate of University of Central Florida.

[Continue To Create Your CITI Program Username/Password](#)

or

[Continue To SSO Login / Instructions](#)

Step 2

Personal Information

***Indicates a required field**

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address



Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer



Steps: 1 2 3 4 **5** 6 7

* indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation



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***For the UCF Employee Number Use 0000000**

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by University of Central Florida

* indicates a required field.

Language Preference

* Institutional Email Address

* Gender

* Highest Degree

* UCF Employee Number

Only the 7-digit numeric

* Department

* What Is Your Role In Research?

Address Field 1

Submit Application

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1. Once the application is complete and submitted, continue to **Add a Course**.
2. Under **Question 1** choose **Human Subjects Research- Group 1. Biomedical Research Investigators and Key Personnel** or **Human Subjects Research- Group 2. Social / Behavioral Research Investigators and Key Personnel**.
3. For all other **Questions**, select **Not at this time**.
4. Click **Submit** and then complete training course.
5. Send a copy of the UCF CITI course completion report to the UCF PI.

* indicates a required field.

PLEASE REVIEW TRAINING REQUIREMENTS BEFORE MAKING SELECTIONS BELOW. YOU MAY SKIP ANY QUESTIONS THAT ARE NOT APPLICABLE.

Click [here](#) to review the University of Central Florida instructions page.

Question 1

Humans Subjects Protection

Investigators (PI and key research personnel who have contact or communication with subjects' or access to private identifiable information for research purposes and/or are involved in the consent process) are required to complete human research protections training through CITI before conducting human research.

To enroll in the Basic Course for Protection of Human Research Subjects, select the group appropriate to your research activities.

Choose one answer

- Human Subjects Research- Group 1. Biomedical Research Investigators and Key Personnel
- Human Subjects Research- Group 2. Social / Behavioral Research Investigators and Key Personnel
- Not at this time.