CITI STUDENTS IN RESEARCH TRAINING INSTRUCTIONS

Some students are asked to complete CITI human subjects research training as part of their course or class requirements. These students should complete the "Students in Research" course by following the instructions below.

New users go to Page 2.

Returning users of CITI training program

Registered CITI users can just enter your username and password and select "**Log in.**"

Go to your ETSU Courses page, scroll to the bottom to view the Learner Tools. There you will select "Add a Course" and follow the instructions below.

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.

East Tennessee State University — View Courses

Would you like to affiliate with another Institution? — Add Affiliation

Would you like to remove an existing affiliation? — Remove Affiliation

Completed Courses — Learner Tools

You have not recently completed any courses for this Institution. Full records of past completions are available in Records.

Learner Tools for East Tennessee State University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

Go to page 3 for instructions on adding the course.

First time users of CITI training program

1. Go to www.citiprogram.org
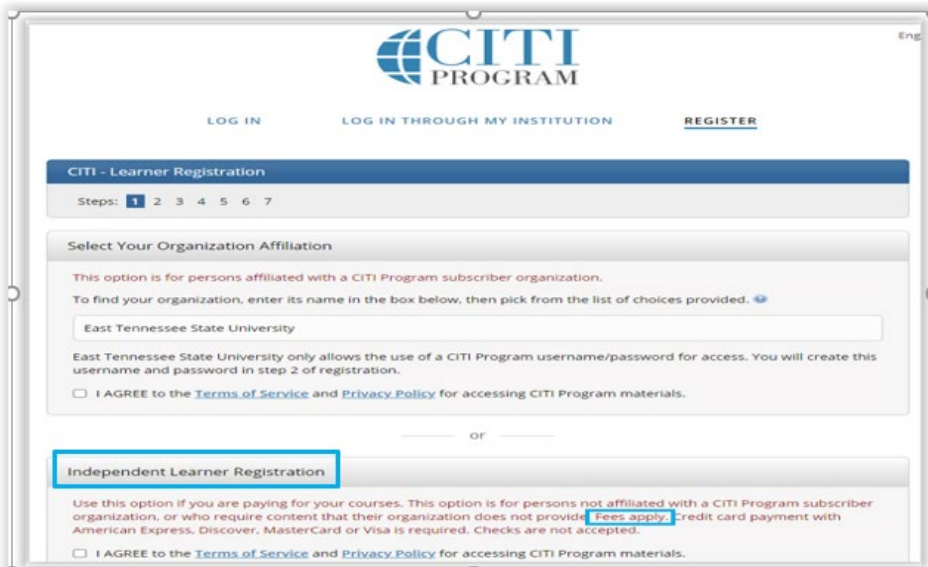
2. Select   REGISTER   on the right-hand side.

3. Under "Select Your Organizational Affiliation" type **East Tennessee State University**. (Once you begin typing "East," you should see a list of schools and can select from the list). Training will be free of charge.

4. Check the 'I Agree' and 'I affirm' box, and continue to create your CITI program username/password.

   ☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
   ☑ I affirm that I am an affiliate of East Tennessee State University.

   Continue To Create Your CITI Program Username/Password

5. Do Not select: **Independent Learner Registration** as fees will apply.

6. Provide the requested information to complete your new user profile.

Follow the instructions below to add the Students in Research course.

1. Select **Human subjects research (HSR) series**.

> * In which of the following course series do you wish to enroll?
>
> **Choose all that apply**
>
> ☐ Conflict of Interest Course: This course is required for anyone involved in the design, conduct, or reporting of research or externally funded scholarly activities.
>
> ☑ Human subjects research (HSR) series: These courses are for persons who are involved in the conduct of research involving living individuals, human tissue samples, or with archival data derived from human beings and are required by the ETSU IRBs for everyone involved in human subject research.
>
> ☐ Animal care and use (ACU) series: These courses are for persons who are involved in the conduct research that utilizes live, nonhuman, animal subjects (e.g., mice, rats) or tissues derived from live animal subjects.
>
> ☐ Responsible Conduct of Research (RCR) series: These courses are for persons who are required (or wish) to complete an overview course in research ethics. This course is also generally required for persons supported by NIH or NSF funds.
>
> ☐ Good Clinical Practice and ICH (GCP) series: Clinical investigators and clinical trial staff who are involved in the design, conduct, oversight, or management of clinical trials should complete training in Good Clinical Practice. NIH supported clinical trial investigators must complete this course.

2. Select "Yes, I would like to take the Students in Research Course.":

> View Instructions Page
>
> ## Question 2
>
> Are you a student participating in research related to classroom activities designed solely for educational purposes?
>
> **This question is required. Choose one answer.**
>
> ⦿ Yes, I would like to take the Students in Research Course.
> This course is for students participating in no more than minimal risk classroom projects. This course is NOT for students who are conducting their own research as part of a Master's or Doctoral thesis or a student who is a research study staff for an IRB-approved research project. It is recommended that Faculty Advisors also complete the "Student Course" either on its own or as an optional module within the curriculum of their appropriate learner group.
>
> ○ No, I do not want to enroll in this course.
>
> [Start Over]   [Next]

3. If you plan to submit a protocol to the ETSU IRB for review, you would select the appropriate Yes answer. If you are only required to complete the Student in Research course, select No.

─────── Question 3 ───────

Are you an investigator, study staff, or external collaborator involved in human subjects research being reviewed by the ETSU IRBs?

This question is required. Choose all that apply.

☐ Yes, I conduct biomedical research (e.g., HIPAA covered, patient record review, clinical investigations).

☐ Yes, I conduct non-biomedical research (e.g., social, behavioral, or educational research).

☐ Yes, I am an investigator on an HUD protocol.

☑ No, I do not conduct HSR.

[Start Over] [**Next**]

4. Select Finalize to complete enrollment. You will automatically be brought to your Courses homepage, which will list any CITI courses that you are enrolled in.

[**Finalize Registration**]

5. To Begin the course(s) you have selected: Select 'START NOW' and 'Agree to the terms of service' and submit.

Active Courses   Learner Tools

East Tennessee State University

Students in Research

Stage 1 - Basic Course

1 / 2 modules completed

[**Continue Course**]

6. Complete all the required modules within the selected course. All modules in a required course must be completed to earn a certificate.

Required Modules

Complete all 2 required modules.

Modules	Completed	Score	
Students in Research (ID 1321)	Incomplete	-	**Start**
East Tennessee State University (ID 1002)	23-Jan-2020	No Quiz	Review

7. Once you complete the course, click **Access your completion records** in order to save a copy for your records and your Faculty Advisor/Professor as needed.

Post-Course Completion Options
East Tennessee State University - Students in Research - Basic Course

✓ Congratulations! You have completed the "Students in Research - Basic Course" course.

→ Access your Completion Records
View, Print, or Share via link your Completion Certificate or Completion Report for this course.