Human Subjects Protections Training

Collaborative Institutional Training Initiative – CITI

NASA research personnel should obtain certification of training on the protection of human research participants through the Collaborative Institutional Training Initiative (CITI).

http://www.citiprogram.org

Creating your CITI account
If you are new to the CITI program you will need to REGISTER to create a new account using the following steps.

- Note: If you have a CITI account from another institution please see the section Logging into your CITI account.

1. Once on the page, click the button labeled “Register”

2. Under “Select your Organization Affiliation” type “NASA” and the appropriate selection will appear in the dropdown menu.
3. You must agree to the Terms of Service and Privacy Policy and affirm you are an affiliate of NASA to continue. (Note: “affiliate of NASA” in this context includes serving as research personnel on a project submitted to the NASA IRB)

4. Then, click “Continue to Create your CITI Program Username/Password.”

5. Enter your personal information and then click “Continue to Step 3.”
6. Create your username and password. Enter a security question and answer. Then click “Continue to Step 4.”
   - Note that it is not possible to change/edit your username once assigned

7. Enter remaining registration information.
   a. Persons without NASA email should use an official email address issued by their institution.
   b. Note: employee number is not required.

Select Curriculum
Selecting CITI courses

There are several CITI courses available that fulfill a variety of requirements for other oversight committees or outside funding agencies. However, only the Human Subjects Research protection courses fulfill the NASA IRB’s Human Subjects Protection training requirements. Read carefully when completing the course curriculum questions to ensure enrollment in the correct course(s).

**Question 1: Human Subjects Protection.** Most researcher personnel should choose either “Biomedical Research Investigators” or “Social & Behavioral Research Investigators” depending on research area focus.

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<th>CITI Question 1: Human Subjects Research</th>
<th>CITI Course Enrollment</th>
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<td>Biomedical Research Basic Course</td>
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<td>Social &amp; Behavioral Research Investigators</td>
<td>Social/Behavioral Research Basic Course</td>
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If you are only enrolling in the Human Subjects Protection Basic Course you may **SKIP** the remaining questions and scroll to the bottom.

Click “Complete Registration”
Logging into your CITI account

1. Go to the [CITI training website](#).

2. Click on the “Log In” button located on the top right of the page.

3. Then, using “LOG IN” enter your credentials or “Forgot” to retrieve your username or password.

   *Note: NASA does not currently employ SSO functionality for CITI*

Following a successful log on, you will be on the “Institutional Courses” page. On this page you will see institutions with which you are affiliated (i.e. NASA).

Transferring CITI training credit from another institution

If you have already registered with CITI at another institution, you may transfer credit for your CITI Human Subjects Protection training records by completing the following steps:

1. Go to the [CITI training website](#).
2. Click on the “Log In” button located on the top right of the page.
3. Then, using “LOG IN” enter your credentials or “Forgot” to retrieve your username or password.

   *Note: NASA does not currently employ SSO functionality for CITI*

Following a successful log on, you will be on the “Institutional Courses” page. On this page you will see institutions with which you are affiliated (i.e. NASA).

**Transferring CITI training credit from another institution**

If you have already registered with CITI at another institution, you may transfer credit for your CITI Human Subjects Protection training records by completing the following steps:
1. Access your CITI account and click on the “Affiliate with another institution” link. Choose NASA from the drop-down menu. When prompted, choose the human subjects research course completed at the other institution.

2. Click on “My Profiles” at the top of the page and select “Change my email address.” If you have a NASA issued email address, please update your primary email to this address.

3. Follow instructions to “Add a Course” to add the appropriate NASA Human Subjects Protection Basic Course (Biomedical or Social/Behavioral).

4. Once you have added the NASA course, the modules will autofill those common to the NASA curriculum.

**Adding/Removing Courses**

From the Institutional Courses page select “View Courses.” Course enrollment is based on your responses to the CITI Course Enrollment Questions. Your courses are organized by:

- Active Courses (courses you have started but not completed),
- Courses Ready to Begin (those not yet started), and
- Completed.

**Adding a Course:**

To add courses, scroll to the “Learner Tools” menu at the bottom of the page. Select “Add a Course.”

**Learner Tools for NASA - National Aeronautics and Space Administration**

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

“Add a Course” takes you to the CITI Course Enrollment Questions. Questions 1 and 2 are relevant for Human Subjects Research Protections.

- **Question 1** - If you are not enrolled or have not taken the CITI Human Subjects Protection course at Iowa State select either Biomedical or Social & Behavioral (depending on your field of research).
- **Question 2** is a Human Subjects Protection Refresher course that may be required by certain funding agencies. Only complete this course if you have previously completed the basic course and are required to renew or refresh training.
Questions 3-9 do not apply to the IRB or Human Subjects Protections, but may be relevant to your work or required by other oversight committees, your department, funding agency, etc.

After selecting the courses you want to add, you may scroll to the bottom (may SKIP irrelevant questions) and click “Submit.”

Clicking “Submit” enrolls you in the course(s) and CITI returns to the “Courses” page. Your added course(s) should appear under the “Courses Ready to Begin” heading

Completing Training
From the “Courses” page select “Start Now” for the course that you wish to complete.

- Passing the course requires an 80% average score across the module quizzes.

- Many modules allow you to choose from an audio/visual format or “classic” text- based material.
Records

CITI offers two kinds of documentation to reflect a course completion: Completion Reports and Completion Certificates. Both are available from the Records tab.

- Completion Reports are "transcripts" that include all quiz scores. Part 1 shows scores at the time you completed and passed the course. Part 2 reflects any subsequent quiz attempts.
- Completion Certificates are "diplomas" that do not include quiz scores.

Each Completion Report and Completion Certificate has a unique "verify" link that you can send to others to share your results (or use for online posting).

Additional information

Updated Guide to Getting Started CITI Program | Support

Video: Updated Guide to Getting Started CITI Program | Support