



### **Collaborative Institutional Training Initiative (CITI)**

The Alvernia Institutional Review Board (IRB) requires all researchers and faculty advisors for student research to complete training related to research ethics. To meet that requirement, Alvernia University subscribes to the online Collaborative Institutional Training Initiative (CITI Program).

As stated on the organization's website:

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to promoting the public's trust in the research enterprise by providing high quality, peer-reviewed, web-based educational courses in research, ethics, regulatory oversight, responsible conduct of research, research administration, and other topics pertinent to the interests of member organizations and individual learners. (Mission and History, 2020)

Currently, Alvernia University has an organizational subscription to what is referred to as the "basiccm program." **All researchers and faculty advisors** for student research are required complete the relevant CITI modules in the following areas:

- Human Subjects Research (module areas specific to your own expertise/field of study)
- Responsible Conduct of Research (module areas specific to your own expertise/ field of study)
- Information Privacy & Security (module areas specific to your roles in research activities)
- Conflicts of Interest

Depending on the subject matter of the research activity and each researcher's expertise, additional CITI modules must be completed in one or more of the following areas:

- Social & Behavioral Research
- Laboratory Animal Research
- Biomedical Research
- Public Health Research
- Humanities Research

The **Institutional Review Board membership** (appointed faculty & community members, and representatives of the Office of Institutional Research) must complete the following module areas:

- Conflict of Interest
- IRB Members
- IRB Chairs (for chairs of the IRB only)
- Note: Appointed faculty of the IRB and the representatives of the Office of Institutional Research should also complete the modules outlined above for all researchers, faculty advisors, and areas of expertise.

Note: All researchers, faculty advisors, and IRB members may complete additional CITI training modules outside the requirements listed above.

Please be aware that the modules are thorough, and they can be time-consuming. Please plan accordingly. Once modules have been completed, downloadable CITI certificates will be provided. Please attach completed CITI certificates to your Alvernia IRB application before submission for review.

## **CITI Login Instructions for New Learners**

1. Please visit the CITI login page at <https://www.citiprogram.org/index.cfm?pageID=14>, and click on “Register” to create an account as a new learner.
2. When setting up a new account, please use your Alvernia email address when prompted to provide a primary email. This will be the same in Step 2 where it may ask for either institutional email or institutional webpage. The online login directions will prompt you to create a user ID and login, at which time you will be assigned a CITI ID number.
3. Complete the CITI modules as outlined above; save a copy of completed certificates; and attach completed certificates to Alvernia IRB applications.

Note: The use of Alvernia email addresses serves as a verifiable identifier for the Alvernia University subscription to the CITI program. If new users attempt to use an email address other than an Alvernia email address, the CITI program will charge you for their services.

CITI Customer Support Service: [888.529.5929](tel:888.529.5929)

Source: Collaborative Institutional Training Initiative (CITI) - <https://about.citiprogram.org/en/homepage/>