

## **CITI Training at University of Tampa for the IRB**

- 1) *If you do not have a CITI account*, you will need to create one. Registering and going through the courses are free to any member of the University of Tampa community (including students)
  - a. To register a new account, go to [citiprogram.org](http://citiprogram.org) and click the “Register” button in the upper right.

*If you already have a CITI account*, you must affiliate your account with the University of Tampa. First, login to CITI and then choose the “Affiliate with Another Institution” option

- 2) For either a new account or an existing one, fill in the required information on the various screens once you have selected “University of Tampa” as your institution
- 3) For Step 7, we have identified two types of researchers at UT. If your research involves medical issues (e.g., blood draws, HIPAA regulations, etc.), then select the Biomedical researcher option. If your research does not involve that, then select the course for Social & Behavioral researchers. The two tracks are similar, but the biomedical track contains a couple more modules relating to those sorts of issues.
- 4) The course that you opted for will now appear on your account’s Main Menu under the “University of Tampa” courses
  - a. Click its link to start the course
  - b. Click the link to “**Complete The Integrity Assurance Statement before beginning the course**”
  - c. Complete all the Required Modules for your selected course
    - i. All modules require a 80% or better to successfully complete
  - d. Complete the modules in any order. Progress is saved, so there is no need to do all modules in one sitting
- 5) A certificate will be generated once all Required Modules have been completed successfully. This certificate will be required to be uploaded when submitting a proposal to the IRB. You can download it now or access it at any time from the CITI site. Depending on the nature of your research, you may be asked to do some modules that are listed under the “Supplemental Modules” heading on the CITI website (e.g., “Research with Children”)
- 6) The training remains active for 3 years. After that time, you will need to complete a refresher course.
- 7) If you have any questions, please contact [irb@ut.edu](mailto:irb@ut.edu)