CITI PROGRAM

Comprehensive Tip Sheet for Students

1) Go to https://www.unco.edu/research/research-integrity-and-compliance/institutional-review-board/irb-training-resources.aspx

2) Scroll down to the middle of the page and select **Link to the CITI website**

3) At the top of the new page, click the button that says **Register**

4) Under the box labled Select Your Organization Affiliation, enter **University of Northern Colorado** into the search bar

5) Check both of the boxes below and click on the blue button that says **Continue to Create Your CITI Program Username/Password**

IRB Training Requirements

All researchers (and their advisor, if a student) conducting human subjects research must complete IRB training. This requirement can be met by completing the online CITI course or attending a live training session. Training must be successfully completed prior to receiving IRB approval. All training certificates are good for 4 years.

ONLINE TRAINING

- Faculty and staff must successfully complete **one** of the following CITI course groups:
  ○ Social & Behavior Research Investigators OR
  ○ Biomedical Research Investigators
- Students must completed the following CITI course group:
  ○ Students Conducting No More Than Minimal Risk Research

Refresher courses are available for each of the above groups upon expiration of your initial training.

- **Link to the CITI website**
- Link to CITI log in instructions

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 Northern Colorado

University of Northern Colorado only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.

☑ I affirm that I am an affiliate of University of Northern Colorado.

Continue To Create Your CITI Program Username/Password

6) Enter your **first name**, **last name**, and **email address** into the required boxes and click **Continue**

General Tip #1

Please register using your **student email** (abcd1234@bears.unco.edu). This way, your training certification can be automatically added to your IRB protocol.

7) Enter a **username**, **password**, and **security question/answer**, then click **Continue to Step 4**

General Tip #2

Enter your **PDID**, or the **first part of your student email** (abcd1234) as your username. We also recommend you use your UNC network password so you can easily remember your login in the future.

8) Enter **United States** into Country of Residence and answer **Yes/No** for the following optional question, then click on **Continue to Step 5**

9) For the following section about Continued Education Units (CEU): as an undergraduate researcher, it is highly unlikely that you will need to receive CEUs. Select **No** and hit **Continue to Step 6**

10) Select your **Language Preference** and fill out the **Institutional Email Address** and demographics section (only **Department** and **Role in Research** are required, but feel free to inculde information in the additional sections), then click **Continue to Step 7**

General Tip #2

For the section titled **Role in Research**, select **Principal Investigator** as your role (the list is alphabetical).

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11) Under the following section that asks about categories of courses, select **Human Research Courses** and select **Next.**

12) When you are directed to the next section, click on **Students Conducting No More Than Minimal Risk Research** and select **Next**

13) Select **Finalize Registration** to complete your registration. Afterwards, you'll be able to view your UNC courses and begin training.

General Tip #6

Have any questions? Utilize the resources down below:

- **IRB FAQ:** https://www.unco.edu/research/research-integrity-and-compliance/responsible-conduct-of-research/citi-training-in-the-responsible-conduct-of-research.aspx
- **Specific Questions:** email nicole.morse@unco.edu or gabriela.masztalerz@unco.edu

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