**Directions for CITI Research Training**

All individuals conducting human subject research are required to pass an online research training course. This includes not only the principal investigator but also all co-investigators, research technicians, research assistants, or student assistants who have contact with the research participants or identifiable data.

A course completion report will be issued upon completion of the course. The report must be submitted with the protocol materials. The reports are valid for 5 years from the date of issue. **Certificates that expire before the 1-year protocol approval period will not be accepted for review**.

The CITI course at <http://www.citiprogram.org/> is recommended for social /behavioral/ educational researchers (which constitutes the majority of student research at BenU) because of the elective modules which may be tailored to your own field of study. Please select **Social/ Behavioral Research Course.** Other courses are available. Your advisor can best instruct you on which one to complete.

**Please note that we will not be accepting NIH training certificates as of 9/26/18 since NIH has retired their online trainings. For all new IRB submissions, please complete the CITI training.**

**For those who have taken the NIH trainings in the past, you will need to update your human subjects research trainings through CITI program by August 1, 2019.** The IRB requires current (not expired) completed human subjects training certificates for IRB approvals. All advisors, dissertation committee members, faculty researchers and supervisors must have current certificates.

1. Set aside an hour of quiet reading time at your computer.

2. Please go to:  [http://www.citiprogram.org](http://www.citiprogram.org/)/

3. Register yourself; affiliate yourself with Benedictine University, and proceed

 with training for the appropriate course.

4. After completion, save one electronic copy on your hard drive where you

 can easily upload it to each application submitted to IRB.

6. CITI certificates are valid for five years.

Thank you for your cooperation!