

## Human Subjects Research Training

Institutional Review Board, Office of Sponsored Programs and Research

South College is committed to the protection of human research subjects. The South College Institutional Review Board (IRB) was established to protect the rights and welfare of human research subjects. Prior to the initiation of any research activity involving human subjects, a research protocol must be submitted to the IRB and receive approval. The IRB will not grant approval of human subject research protocols until all faculty, staff, and students associated with the project have completed Human Subjects Research Training and provided the IRB with a certificate of completion. This policy assures that all researchers receive the necessary training to protect human research participants and to remain compliant with federal regulations. The training is administered through the Collaborative Institutional Training Initiative (CITI). The CITI program is widely accepted as an industry standard among university and college IRBs, and by the federal government and other funding agencies. The CITI program allows individuals to complete the training at their convenience. Initial CITI training is valid for a period of three years. ***After the initial training period, a refresher course must be completed every three years.***

### Directions for completing CITI training:

1. Go to the CITI Login and Registration Page: <https://www.citiprogram.org/Default.asp>
2. For new users, click on “Register” in the upper right hand corner, and submit.
3. Complete the registration form. Select “South College” as your Organization Affiliation in Step #1. Check both boxes that pop up, to 1) agree to the ‘Terms of Service and Privacy Policy, and 2) affirm that you are affiliated with South College.
4. In Step #2, enter your personal information and use your South College email address as your primary address. In Step #3 you will select a Username and Password; do not forget them. Provide a security question and answer and submit. Continue finishing the form and submit it.
5. When the registration process is complete, you will identify yourself as either a **Biomedical Research** investigator or a **Social & Behavioral Research** investigator; whichever is appropriate for the type of research you will perform.
6. On the Learners Menu, click on “Basic Course (required; Status Incomplete)”
7. Complete the Required modules.
8. The course is presented in a series of modules that need to be completed in sequential order. Each module has an associated quiz.
9. You may complete each module and quiz at different times and the website will keep track of the quizzes you have completed and the scores.
10. All of the required modules must be completed with a combined score of 80%.
11. After you complete the quiz on the last module, click on “Print a certificate of completion” and submit a copy to the IRB with your Human Subjects Research Protocol. Refer to the *South College IRB Policies and Procedures Manual for Human Subjects Research* for instructions on how to complete and submit a research protocol to the IRB.
12. If you have questions, please contact the Chair of South College Institutional Review Board (SC-IRB) at (865) 288-5839.