CITI – Collaborative Institutional Training Initiative is the premiere online human subjects education program. It is currently used by more than 700 institutions and growing. It was created, developed, and is maintained by experts from the human subjects research community.

Mandatory CITI education fulfills Temple University commitment to promote ethical conduct towards Human Subjects in all research projects, funded or unfunded. Temple University maintains an Assurance from the Office for Human Subject Protections identified as FederalWide Assurance 00004964. As part of the Assurance, Temple University is committed to following the ethical principles found in the Belmont Report and assures that all Faculty, Staff and Students involved in human subject research projects receive IRB education in Human Subject Protections.

An IRB application, with personnel listed who do not have valid proof of current CITI education for all members of the study team WILL NOT BE REVIEWED/APPROVED by the IRB and will be returned to the PI. The required CITI courses are:

1) Social & Behavioral Research Investigators OR Biomedical Research Investigators (depending on the type of research being done): required within the past two years
2) Practice Runs Training: required within the past one year

NOTE: The training entitled Students conducting no more than minimal risk research is not sufficient.

The CITI program offers:

✓ Dynamic organization committed to providing quality instructional resources to the research community.
✓ Comprehensive content.
✓ Institutionally driven course content.
✓ Economy of time for the user.
✓ Content for the Biomedical Research Community and for the Social/Behavioral Research Community.
✓ The course is available 24/7/365 from nearly anywhere.
✓ A “user friendly” presentation and assessment tools.
✓ Help Desks for users and administrators.

Each CITI module has text to read and a quiz to complete. The average learner spends approximately 4.5 hours in the Basic Course site and uses approximately 5 logins to complete the course.
To gain access to the CITI program:

- Go to the Temple University IRB Training website (http://www.temple.edu/research/regaffairs/irb/irb_training.html ) and click on the link “Web Based Research Compliance Courseware (CITI Training Program)”

Collaborative Institutional Training Initiative (CITI) Program

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- **Step 1** – This will bring you to Temple’s “Single Sign-on” page “TU Gateway”. Enter your Temple University Accessnet login and password (not TUHS login and password).

-TUGateway

- **Step 2** –
  - If you have an existing CITI profile, your account set-up is complete. The steps above will automatically update your name, affiliation to Temple, email address and employee number. You can proceed to the next section entitled “To add courses to your Curriculum”
  - If this is your first time creating a profile, a “Temple University Profile” will be created automatically on the CITI site from the login information. Your Temple affiliation, name, University email address and employee number will be automatically populated. The remaining information can be completed manually.
Complete the required information then hit the button to “Continue to Step 3”

Step 3 - Fill in the required fields – User Name, Password, Security Question and Answer
Click the “Continue to Step 4” button.

Complete the required information then hit the button to “Continue to Step 4”

Indicate your demographic information. The information requested is voluntary and you may choose not to disclose.
Click the “Continue to Step 5” button

Continuing education credits collects demographic information. The information requested is voluntary and you may choose not to disclose. Indicate your selection for each category.

Click the “Continue to Step 6” button
✓ Fill in the required fields – your institutional email address, gender, highest degree, your role in human subjects research, office phone, and your Temple University 9 digit ID number. Some of this information will be automatically populated.
  o **Important:** The “TU ID” is the University TU ID and **not** the TUHS TU ID. If you are affiliated with Shriners Hospital for Children/TUHS or if you are a visiting researcher, you may need a Guest account to be created.

✓ Click the “Continue to Step 7” button
To add courses to your Curriculum:

- Go to the Temple University IRB Training website (http://www.temple.edu/research/regaffairs/irb/irb_training.html) and click on the link “Web Based Research Compliance Courseware (CITI Training Program)”

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- From the Main Menu page, under My Learner Tools for Temple University, click Add a Course of Learner Groups

- Answer the 3 Questions that appear:
If you are a member of the Biomedical Research Community (Medical Research) you will pick the Biomedical Module

- **Biomedical Research Investigators**: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in biomedical research with human subjects.

If you are a member of the Social and Behavioral Research Community you will pick the Social & Behavioral Module

- **Social & Behavioral Research Investigators**: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

If you are a member of the IRB you will pick the IRB Member Modules

- **IRB Members**: This Basic Course is appropriate for IRB or Ethics Committee members.

**PLEASE DO NOT** select any other available modules without prior approval from the IRB – irb@temple.edu

All users, including those who have expired education based on attendance of a Temple sponsored workshop on Human Subject Protections or have expired education from any other source than the HCCS courseware – you must take the full basic courseware to gain IRB certification in Human Subject Protections. Refresher courseware will be available upon expiration of the CITI courseware certification.

If you are seeking re-certification for expired certification based on completion of the HCCS courseware (having completed the 2 required modules – Human Subject and Conflict of Interest/Scientific Misconduct), you may select

- I have completed a Basic approved Course and would like to take the Refresher at this time. Please go to question 2.

If you qualify for the refresher courseware, please select either Biomedical Research or Social & Behavioral Research. IRB members seeking re-certification select the IRB Member course.
**Question 2**

If you would like to take optionally: Good Clinical Practice (GCP), Responsible Conduct of Research (RCR) or Health Information Privacy and Security (HIPS) then please make your selection below:

Choose all that apply

- Good Clinical Practice and ICH: This course consists of 12 modules focused on Good Clinical Practice and ICH guidelines for investigators. The CITI basic course should be completed before attempting this more advanced course.
- Responsible Conduct of Research (RCR)
- This course combines text and case studies to address 7 elements of the responsible conduct of research.
- Health Information Privacy and Security (HIPS) for Clinicians.
- This course contains 18 modules that focus on the Federal privacy and security rules.
- Health Information Privacy and Security (HIPS) for Clinical Investigators.
- This course contains 18 modules that focus on the Federal privacy and security rules.
- Health Information Privacy and Security (HIPS) for Students and Instructors.
- This course contains 18 modules that focus on the Federal privacy and security rules.
- Health Information Privacy and Security (HIPS) for Fundraiser.
- This course contains 18 modules that focus on the Federal privacy and security rules.
- Health Information Privacy and Security (HIPS) for Marketers.
- This course contains 18 modules that focus on the Federal privacy and security rules.

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**Question 3**

 ✓ Practice Runs is required for all researchers.

*Question 3*

This course must be completed in order to be in compliance with Temple University IRB Requirements.

Choose one answer:

- Practice Runs Training

Submit

 ✓ Click the “Submit” button
To complete the Practice Runs training:

✓ Go to the Temple University IRB Training website (http://www.temple.edu/research/regaffairs/irb/irb_training.html) and click on the link “Web Based Research Compliance Courseware (CITI Training Program)”

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TUGateway

✓ To begin the training, log in to the CITI website, go to the Main Menu and select ‘Practice Runs Training’.

✓ Start by completing the Integrity Assurance Statement. Click on the link to complete the statement.
Read the information within the statement, choose your decision, and click Submit:

**Assurance Statement**

CITI Program Conditions of Use include the following provisions. Please read them carefully.

- **Only One Account:** I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.

- **No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

- **Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

- **No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

- **No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

- **My Actions AreLogged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Select the appropriate statement then click the Submit button:

- I AGREE to the above and the other Conditions of Use for accessing CITI Program materials.
- I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use.

From the Practice Runs Training course page, click on the Practice Runs Training course link to begin the course:
To fulfill the training requirement, you must complete three steps:
1. Read the Definitions SOP
2. View the Practice Runs webinar
3. Take the quiz for the practice Runs training

To read the Definitions SOP:
1. Click on the link mentioned:
http://www.temple.edu/research/registration/irb/irb_references_sop.html

I have completed the following training regarding practice runs:

I have read 53.18 of Temple University IRB "Standard Operating Procedure #1: Definitions" which defines Practice Runs. The Policy can be found at: http://www.temple.edu/research/registration/irb/irb_references_sop.html

2. Click on Definitions (the first SOP listed) to open the PDF document and read the SOP. Close when finished:

To view the webinar:
1. Click the link highlighted below:

I have completed the following training regarding practice runs:

- I have read §3.18 of Temple University IRB “Standard Operating Procedure #1: Definitions” which defines Practice Runs. The Policy can be found at: http://www.temple.edu/research/regaffairs/irb/irb_references_sop.html

- I have viewed the Temple University/IRB webinar on Practice Runs. The webinar can be found at: http://www.temple.edu/research/regaffairs/irb/irb_training.html

2. Click the Practice Runs webinar link:

3. A new window will open, from which you can begin playing the recorded webinar. The webinar lasts less than three minutes:
Return to the Practice Runs Training page in CITI and click on the link to “Take the quiz for the Practice Runs Training”

- I have completed the following training regarding practice runs:

  - I have read §3.18 of Temple University IRB “Standard Operating Procedure #1: Definitions” which defines Practice Runs. The policy can be found at: http://www.temple.edu/research/regaffairs/irb/irb_references_sop.html

  - I have viewed the Temple University IRB webinar on Practice Runs. The webinar can be found at: http://www.temple.edu/research/regaffairs/irb/irb_training.html

Read and answer both questions, and click Submit:
You will receive confirmation when you answer both questions correctly and pass the quiz, completing the module. From the Main Menu in CITI, your Practice Runs Training course will be listed as “Passed”.

[Image of CITI program interface showing Practice Runs Training course as Passed]
To update your Temple University CITI profile:

- Go to the Temple University IRB Training website (http://www.temple.edu/research/regaffairs/irb/irb_training.html) and click on the link “Web Based Research Compliance Courseware (CITI Training Program)”

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**TUGateway**

TUGateway enables Temple University AccessNet Account holders to securely access data or third party systems of another seamlessly without sharing your username or password with external companies.

AccessNet Username:  
Password:  
Login  
Forgot your password?

- From the Main Menu, click on My Profiles on the top of the page:

*NOTE: You have indicated an interest in applying for CEU credits. Please click here to update your CEU preferences.*

- From the My Profiles page, click on Temple University Profile on the bottom of the page:
From the Temple University profile page, complete all required fields (indicated with a red asterisk). **You must include your @temple.edu email address and your 9-digit TUID in order for your CITI training profile to be accessible by the TUIRB.** Click Update Profile when complete:
✓ Click “Update Profile” when you’re finished.
Alternate method to login to CITI:

- Alternatively, you can go directly to the CITI Program website by typing the address [http://www.citiprogram.org](http://www.citiprogram.org) in the address bar.

- Click on the “Log in via SSO” button located in the blue log in box to the right of the homepage.

- Scroll down to Temple and click on “Temple University (currently number 30, but could change if more schools join SSO).

- This will bring you to Temple’s “Single Sign-on” page “TU Gateway”. Enter your University Accessnet login and password (not TUHS login and password).
To gain access to CITI for Non-TU personnel:

✓ Click on the link “Web Based Research Compliance Courseware (CITI Training Program)"

✓ If the link is not available, type the address [http://www.citiprogram.org](http://www.citiprogram.org) in the address bar.

✓ Click on the “Register” button located in the blue log in box to the right of the homepage.
✓ **Step 1** - Under the “Participating Institutions” drop down menu, locate Temple University, highlight and click to select.
✓ Click the “Continue to Step 2” button.

Then just follow the same instructions starting on page 3 of this document.