Registering for CITI Human Subjects Research Training

Connecting (affiliating) an existing CITI account to SLU

Select an option to view the instructions:

Show me the Quicksheet Instructions

CLICK HERE

Show me the Full Instructions

CLICK HERE

Registering for CITI Human Subjects Research Training
Affiliating with SLU Quicksheet

1	Log into your account at http://www.citiprogram.org.
2	Expand the "Click here to affiliate with another institution" menu and click the link that appears.
3	Under "Select Your Organization Affiliation" search for Saint Louis University (by beginning to type and then selecting from the list). Type "Saint" not "St.".
4	Complete your SLU learner profile. Include your Banner ID # and modified SLU email address to ensure the link between training records and the eIRB system.
5	Under the "Saint Louis University Courses" menu, select "Add a Course".
6	Select a training course (IRB mandated training is first option).
7	Select "NO" (you haven't taken the basic course) unless you are sure a previous basic HSR course has been accepted by the SLU IRB for your account. The refresher course will not satisfy the training requirement on its own.
8	Select the version of the course you want (BIO/BSS/External Collaborator). Note that the External Collaborator course is not for SLU faculty, staff or students or for anyone who is routinely conducting research.
9	Your course is located under the "Saint Louis University Courses" menu.

If you have additional questions, please contact the IRB at (314) 977-7744 or irb@slu.edu.

+1 888.529.5929   English ▾

CITI PROGRAM

Subscriptions ▾   Courses ▾   Resources   Support ▾   🔍   Register   Log In

New Huma
(HSR) cont

Updated content reflects the latest th

View Courses

CITI PROGRAM

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

What's new

| Username | Forgot? |
| Password | Forgot? |

Log In

Need Help? Support Center

Step 1:

Log into your account at http://www.citiprogram.org.

If you have forgotten your CITI Program username and/or password, use the "Forgot?" link or contact the IRB (314-977-7744 or irb@slu.edu).

CITI PROGRAM
Collaborative Institutional Training Initiative

Search Knowledge Base 🔍

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

▸ Saint Louis University Courses

▾ Click here to affiliate with another institution

   Click here to affiliate with another institution

▸ Affiliate as an Independent Learner

STEP 2:

On your Main Menu, select "Click here to affiliate with another institution" to expand the menu.

Click the link: "Click here to affiliate with another institution".

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Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu › My Profile › Affiliate with New Institution

* Select Your Organization Affiliation

* indicates a required field.

Search for organization: Enter full or partial name

Saint Louis University   ✕

Saint Louis University
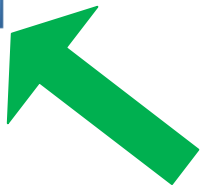
Next

STEP 3:

Search for and select "Saint Louis University" (by beginning to type) as your Organization Affiliation, and select the option that appears.

When finished, click "Next".

Search tips:

Make sure to type "Saint" not "St."

NOTE: Users may hold multiple affiliations

Revised November 8, 2017

CITI - Learner Registration - Saint Louis University

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Saint Louis University

* indicates a required field.

Language Preference

[▼]

Follow these important instructions to modify your SLU email to ensure the link to your eIRB account.

* Institutional Email Address

PLEASE LIST YOUR SLU NetID + @slu.edu (even if you have an @health account). For example, IRB Guest1 (email: irb.guest1@health.slu.edu SLU NetID: gst-eirb1) should list: gst-eirb1@slu.edu in the field below. Failure to do this will require an upload of proof of training in each IRB application moving forward. If you are taking the SLU CITI training, but are not a SLU student, faculty member, employee, or guest, you may enter an alternate email addres

[   ]

* Gender

[▼]

* Highest Degree

[▼]

Employee Number

[

SLU users should list their 9 digit Banner ID # in order to link your account to eIRB.

Banner ID Number
All Saint Louis University staff, students, and faculty should enter your assigned 9 digit Banner ID

[   ]

* Department

[   ]

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STEP 4 (part 1):

Complete the required information for your SLU learner profile.

NOTE: SLU employees and students should list a Banner ID number (even though the question is not mandatory) and modified email address. Including these items will ensure the link with training records and the eIRB system (proof of training is mandatory on the IRB application).

Community partners or other users taking the SLU CITI training as instructed do not need to list a Banner ID number or SLU email address.

* What Is Your Role In Research?

[dropdown]

Address Field 1

[input field]

Address Field 2

[input field]

Address Field 3

[input field]

City

[input field]

State

[input field]

Zip/Postal Code

[input field]

Country

[input field]

* Office Phone

[input field]

Home Phone

[input field]

STEP 4 (part 2):

Continue to complete the required information for your SLU learner profile.

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Main Menu

▾ Saint Louis University Courses

Course	Status	Completion Report	Survey
Group 1.Biomedical Research Investigators and Key Personnel	Not Started	Not Earned	

My Learner Tools for Saint Louis University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▸ Click here to affiliate with another institution

▸ Affiliate as an Independent Learner

After affiliating your account with SLU, the IRB Office should be able to view previously completed training. Contact the IRB at irb@slu.edu or (314) 977-7744 to double check or for more information.

NOTE: Training completed in CITI prior to affiliating your account with SLU will NOT show up automatically in the eIRB system. You will still need to provide proof of basic training on your IRB application.

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STEP 5:

You now have a SLU-Affiliated CITI account with a "Saint Louis University Courses" Main Menu option.

All of your SLU account options will be listed here.

Click "Add a Course" to register for human subjects research protection training.

Select Curriculum - Saint Louis University (380)

* indicates a required field.

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* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any the following settings?
Choose all that apply

☐ **Yes**, I need to take **required IRB Training**. I conduct research with live human beings, human tissue samples or with data derived from human beings

☐ **Yes**, I need to take **IACUC Training**. I conduct research or teaching activities that utillizes **live anima**
animal subjects

☐ **Yes**, I <u>want to</u> complete or I am <u>required to</u> complete a course in the **Responsible Conduct of Rese**
foundation textual materials, case studies and video scenarios. This does not include or count toward

☐ **Yes**, I <u>want to</u> or am <u>required to</u> take the **Good Clinical Practice (GCP)** course. This course is require
personnel, and some sponsors, but is otherwise optional. This does not fulfill the requirement for IRB

☐ **Yes**, I need to take the **Conflict of Interest (COI) Course**. I am involved in externally-sponsored rese
application for external funding. The COI Course does not fulfill the requirement for IRB training

Next | Start Over

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STEP 6:

Select the first option: "Yes, I need to take required IRB Training. I conduct research with live human beings, human tissue samples or with data derived from human beings".

When finished, click "Next".

NOTE: You may select other class options at the same time if desired, but only the first option is mandated by the IRB.

* indicates a required field.

* In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

Choose one answer

○ **NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past.
This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

○ **Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course, the IRB may require you to come back to the course site and complete the Basic Course. If you have questions, contact your IRB office o

Next
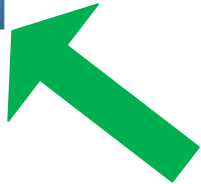
IMPORTANT: The IRB does not accept the refresher course for the human subjects protection training requirement. For more information, or to find out if a previously completed training will qualify, contact the IRB at (314) 977-7744 or irb@slu.edu.

STEP 7:

Select "NO" if you need to complete the Basic HSR course.

NOTE: Only select "Yes" if you are sure the IRB has a record (or you can provide proof) of a previously completed basic HSR course.

When finished, click "Next".

The refresher course will not satisfy the IRB training requirement without proof of basic training.

* indicates a required field.

* If you conduct Human Subjects Research, what is your research focus?

Choose one answer

○ I conduct Biomedical Research. This is the **first time** I will take the CITI basic course for investigators and key University.

○ I conduct Social / Behavioral Research: This is the **first time** I will take the CITI basic course for investigators a University.

○ I am an external collaborator (e.g., community partner). I am assisting on a Saint Louis University research project and have been instructed to take this course. **NOTE: this course is not for SLU faculty, staff or students or for anyone who is routinely conducting research.**

Next

Biomedical Research: Individuals who conduct *any* biomedical research should select this course during registration.

Social/Behavioral Research: Individuals who conduct *only* social/ behavioral research should select this course during registration.

External Collaborator: This course is only for non-SLU collaborators, such as community partners (not SLU faculty, staff or students), who are assisting on a SLU research project and have been instructed to take this course. Those who routinely partner on SLU research should select either the Biomedical or Social/Behavioral Research basic courses instead of this course.

STEP 8:

Select the course the relates to you/ your research.

When finished, click "Next".

NOTE: In order to pass the course, you must satisfactorily complete all quizzes (80% passing grade).

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Main Menu

✓ Your request has been successfully submitted.

▼ Saint Louis University Courses

ⓘ Course	ⓘ Status	ⓘ Completion Report	ⓘ Survey
Group 1.Biomedical Research Investigators and Key Personnel	Not Started	Not Earned	

My Learner Tools for Saint Louis University
- ⓘ Add a Course
- ⓘ Remove a Course
- ⓘ View Previously Completed Coursework
- ⓘ Update Institution Profile
- ⓘ View Instructions page
- ⓘ Remove Affiliation

▸ Click here to affiliate with another institution

▸ Affiliate as an Independent Learner

STEP 9:

Your course will be added to your Saint Louis University Courses Menu. Click to start (you do not have to complete a course in one sitting).

If you have any additional question, please contact the IRB at (314) 977-7744 or irb@slu.edu.

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