

## Human Subjects Training

Beginning August 18, 2014, all investigators (including Faculty, Staff, Students and any unaffiliated collaborators) who are listed as personnel on a Wichita State University (WSU) Institutional Review Board (IRB) application and conducting research that requires approval from the WSU IRB will be required to complete Human Subjects Training before IRB approval can be granted. The preferred training is through the CITI program. If study personnel have completed training through another organization, a completion certificate must be submitted with the study application.

### Initial CITI Registration

- Go to <https://www.citiprogram.org/>
- Find the “Register” button on the upper right portion of the home page, and click it to bring up the registration page. Registration consists of seven simple steps that collect basic account information and allow the learner to enroll in the courses offered by their organization.
  - Step 1 – Choose a participating organization. Type in Wichita State University as your organization
    - Click the box for I AGREE to the [Terms of Service](#) for accessing CITI Program materials.
    - Click the “Continue to Step 2” button.
  - Step 2 - Type your name and email address.
    - Click the “Continue to Step 3” button
  - Step 3 - Create Username, Password and Security Questions
    - Click the “Continue to Step 4” button
  - Step 4 - Insert country of origin
    - Click the “Continue to Step 5” button
  - Step 5 – Continuing Education Unit (CEU)
    - CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.
    - CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully

Click NO

- **If you picked "YES", please check below the one type of credit you would like to earn**

- **Can CITI Program contact you at a later date regarding participation in research surveys? (click the box you prefer)**
- Click the “Continue to Step 6” button
- Step 6 - Complete various demographic information
  - If you do not have a WSU ID number, place X’s in this box.
  - Click the “Continue to Step 6” button
- Step 7 - Complete the CITI course enrollment questions. This is how CITI determines which modules will be placed in your course list. You can make changes to this in the future by clicking on Add a course or Update Learner Groups in the Main Menu tab.
  - Question 1 Laboratory Animal Welfare – Skip this section unless you also conduct research with animals.
  - Question 2 Responsible Conduct of Research –
    - Undergraduate students are not required to complete these modules. You may select “Not at this time”.
    - Graduate students have different requirements depending on the program. Select the listing for your program or contact your advisor to verify which course (if any) to take in this section. These modules are not required for IRB approval.
    - Faculty is encouraged to complete this section according to their area of research but it is not required to complete this section for IRB approval.
  - Question 3 Human Subjects Research – More than one box can be selected in this section. **Please note the IRB Members course is only for members of the IRB, it is not necessary for students or faculty.**
    - Graduate and Undergraduate students must check the box for “Students conducting no more than minimal risk research”. This will enroll you in a course called “Students – Class Projects”. If you are working on a project that requires full committee review, please select either Biomedical Research Investigators or Social & Behavioral Research Investigators.
    - Faculty should select the box that best describes their area of research.
  - Questions 4 -8 – These modules are not necessary for IRB approval. However, they may be relevant to other work you do at WSU. Answer these as currently applicable and remember this can be updated at any time.
  - Question 9 – You are not the Institutional Official; select “Not at this time”.
  - Click the “Finalize Registration” button
- For more info please see the CITI website on how to enroll in a course: <https://www.citiprogram.org/citidocuments/citiinstructions.htm>
- When finished select “Complete Registration” and you will be taken to your course list.

### General Tips and Information

- After initial registration, log in using your username and password. Do not try to “log in through my institution” as WSU does not currently have single sign in capabilities for CITI.
- The Basic Course for Humans Subjects Research will require 4-6 hours to complete. You are encouraged to use multiple log-on sessions.
- You can repeat a module multiple times until you get a passing grade (80% or better).
- Print out or save to your computer the completion reports for your records. You do not need to email these with your submission unless you are affiliated with another institution.
- CITI training must be refreshed every 3 years. The Refresher training is less time intensive than the initial training. You will receive a reminder email from CITI 60 days before your training expires.
- If you have questions about the requirements for WSU IRB, please contact the IRB Administrator at [IRB@wichita.edu](mailto:IRB@wichita.edu). If you are a graduate student with questions about the requirements for your program, contact your advisor.
- If you have technical questions about the CITI website, log in and click on the support tab.

### Undergraduate Students

For IRB approval please complete “Students conducting no more than minimal risk research” before submitting your study for IRB review. This will enroll you in a course called “Students – Class Projects”. If you are working on a project that requires full committee review, you will need to complete either the Social & Behavioral Research or Biomedical Research course.

### Graduate Students

For IRB approval please complete “Students conducting no more than minimal risk research” before submitting your study for IRB review. This is in addition to the Responsible Conduct of Research modules and/or other coursework that may be required for your graduate program. This will enroll you in a course called “Students – Class Projects”. If you are working on a project that requires full committee review, you will need to complete either the Social & Behavioral Research or Biomedical Research course.

### Faculty & Staff

Please complete the Human Subjects Research course that best describes your area of research (either Social & Behavioral Research or Biomedical Research). Responsible Conduct of Research courses are encouraged but not required for IRB approval.

### Personnel Unaffiliated with WSU

Collaborators that are not affiliated with Wichita State University but are working with WSU faculty/staff on a research project still need to complete human subjects training. This can be through the CITI program, another University or the NIH. If completing the CITI training for the first time, select Wichita State University as your institution and place X's in the box for MyWSU ID. Please complete the Human Subjects Research course that best describes your area of research (either Social & Behavioral Research or Biomedical Research). If you have completed a program other than CITI or completed CITI training at another institution, please submit the completion certificate with the study materials.