

Human Subjects Protections Training

Collaborative Institutional Training Initiative – CITI

NASA research personnel should obtain certification of training on the protection of human research participants through the Collaborative Institutional Training Initiative (CITI).

<http://www.citiprogram.org>

Creating your CITI account

If you are new to the CITI program you will need to REGISTER to create a new account using the following steps.

- Note: If you have a CITI account from another institution please see the section Logging into your CITI account.

1. Once on the page, click the button labeled “Register”



2. Under “Select your Organization Affiliation” type “NASA” and the appropriate selection will appear in the dropdown menu.

A screenshot of the CITI Learner Registration form. The form is titled 'CITI - Learner Registration' and shows a progress bar with steps 1 through 7. Step 1 is selected. The form is divided into sections: 'Select Your Organization Affiliation', 'This option is for persons affiliated with a CITI Program subscriber organization.', and 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' A text input box contains 'NASA', and a dropdown menu below it shows 'NASA - National Aeronautics and Space Administration'. A red arrow points to the dropdown menu. The form also includes a 'LOG IN' button, a 'LOG IN THROUGH MY ORGANIZATION' button, and a 'REGISTER' button. The language is set to 'English'.

3. You must agree to the Terms of Service and Privacy Policy and affirm you are an affiliate of NASA to continue. (Note: “affiliate of NASA” in this context includes serving as research personnel on a project submitted to the NASA IRB)

The screenshot shows the 'CITI - Learner Registration' interface. At the top, there are links for 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. Below this is a progress bar showing steps 1 through 7, with step 1 highlighted. The main section is titled 'Select Your Organization Affiliation'. It contains a text box with 'NASA - National Aeronautics and Space Administration' entered. Below the text box, there are two checkboxes, both of which are checked: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of NASA - National Aeronautics and Space Administration.' At the bottom of this section is a blue button labeled 'Continue To Create Your CITI Program Username/Password'. Red arrows and numbers 1 and 2 point to the checkboxes and the button respectively.

4. Then, click “Continue to Create your CITI Program Username/Password.”
5. Enter your personal information and then click “Continue to Step 3.”

The screenshot shows the 'CITI - Learner Registration - NASA - National Aeronautics and Space Administration' interface. At the top, there are links for 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. Below this is a progress bar showing steps 1 through 7, with step 2 highlighted. The main section is titled 'Personal Information'. It contains several text boxes for personal information: 'First Name', 'Last Name', 'Email Address', 'Verify email address', 'Secondary email address', and 'Verify secondary email address'. There is a note that says 'We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.' At the bottom of this section is a blue button labeled 'Continue To Step 3'. A red arrow points to the button.

6. Create your username and password. Enter a security question and answer. Then click “Continue to Step 4.”
 - Note that it is not possible to change/edit your username once assigned
7. Enter remaining registration information.
 - a. Persons without NASA email should use an official email address issued by their institution.
 - b. Note: employee number is not required.

Select Curriculum

Selecting CITI courses

There are several CITI courses available that fulfill a variety of requirements for other oversight committees or outside funding agencies. However, **only the Human Subjects Research protection courses fulfill the NASA IRB’s Human Subjects Protection training requirements.** Read carefully when completing the course curriculum questions to ensure enrollment in the correct course(s).

Question 1: Human Subjects Protection. Most researcher personnel should choose either “Biomedical Research Investigators” or “Social & Behavioral Research Investigators” depending on research area focus.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

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

☐ 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.

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

☐ I have completed the Basic Course.
Please go to Question 2.

Note: Only persons serving as members on the IRB committee need to take the IRB Member course.

CITI Question 1: Human Subjects Research	CITI Course Enrollment
Biomedical Research Investigators	Biomedical Research Basic Course
Social & Behavioral Research Investigators	Social/Behavioral Research Basic Course

If you are *only* enrolling in the Human Subjects Protection Basic Course you may **SKIP** the remaining questions and scroll to the bottom.

Click “Complete Registration”

Logging into your CITI account

1. Go to the [CITI training website](#).
2. Click on the “Log In” button located on the top right of the page.



3. Then, using “LOG IN” enter your credentials or “Forgot” to retrieve your username or password.

*Note: NASA does not currently employ SSO functionality for CITI

A screenshot of the CITI login page. At the top, there are three links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER'. The 'LOG IN' link is highlighted with a red rectangular box. Below these links are two input fields: 'Username' and 'Password'. Each input field has a 'Forgot?' link to its right. At the bottom of the form is a blue 'Log In' button.

Following a successful log on, you will be on the “Institutional Courses” page. On this page you will see institutions with which you are affiliated (i.e. NASA).

Transferring CITI training credit from another institution

If you have already registered with CITI at another institution, you may transfer credit for your CITI Human Subjects Protection training records by completing the following steps:

A screenshot of the 'Institutional Courses' page. The page has a title 'Institutional Courses' at the top. Below the title, there is a paragraph explaining that institutional courses are available to learners with affiliations. It includes links for 'add an affiliation' and 'remove an affiliation'. Below this text is a table-like structure with two columns. The first column lists affiliated institutions: 'Iowa State University' and 'NASA - National Aeronautics and Space Administration'. The second column contains a 'View Courses' button for each institution. At the bottom of the page, there is a question 'Would you like to affiliate with another Institution?' followed by an 'Add Affiliation' button.

1. Access your CITI account and click on the “Affiliate with another institution” link. Choose NASA from the drop-down menu. When prompted, choose the human subjects research course completed at the other institution.
2. Click on “My Profiles” at the top of the page and select “Change my email address.” If you have a NASA issued email address, please update your primary email to this address.
3. Follow instructions to “Add a Course” to add the appropriate NASA Human Subjects Protection Basic Course (Biomedical or Social/Behavioral).
4. Once you have added the NASA course, the modules will autofill those common to the NASA curriculum.

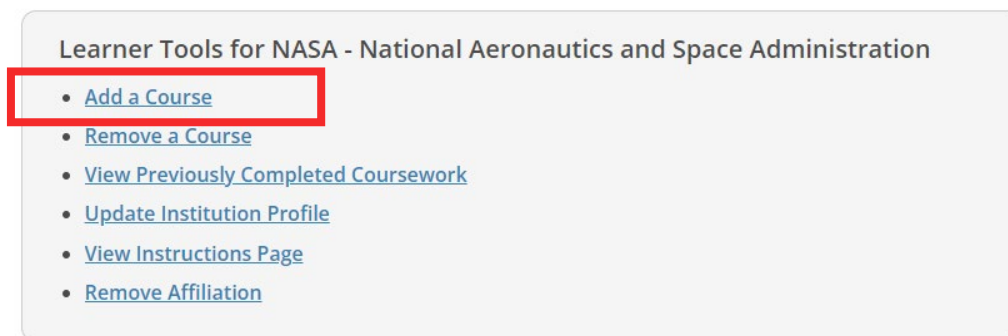
Adding/Removing Courses

From the Institutional Courses page select “View Courses.” Course enrollment is based on your responses to the CITI Course Enrollment Questions. Your courses are organized by:

- Active Courses (courses you have started but not completed),
- Courses Ready to Begin (those not yet started), and
- Completed.

Adding a Course:

To add courses, scroll to the “Learner Tools” menu at the bottom of the page. Select “Add a Course.”



“Add a Course” takes you to the CITI Course Enrollment Questions. Questions 1 and 2 are relevant for Human Subjects Research Protections.

- Question 1 - If you are not enrolled or have not taken the CITI Human Subjects Protection course at Iowa State select either Biomedical or Social & Behavioral (depending on your field of research).
- Question 2 is a Human Subjects Protection Refresher course that may be required by certain funding agencies. Only complete this course if you have previously completed the basic course and are required to renew or refresh training.

- Questions 3-9 do not apply to the IRB or Human Subjects Protections, but may be relevant to your work or required by other oversight committees, your department, funding agency, etc.

Question 1

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☐ 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.

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

☐ I have completed the Basic Course.
Please go to Question 2.

After selecting the courses you want to add, you may scroll to the bottom (may SKIP irrelevant questions) and click “Submit.”

Clicking “Submit” enrolls you in the course(s) and CITI returns to the “Courses” page. Your added course(s) should appear under the “Courses Ready to Begin” heading

Completing Training

From the “Courses” page select “Start Now” for the course that you wish to complete.

Courses Ready to Begin [Learner Tools](#)

Iowa State University
Biomedical Research
Stage 1 - Basic Course

0 / 10 modules completed

Start Now

- Passing the course requires an 80% average score across the module quizzes.
- Many modules allow you to choose from an audio/visual format or “classic” text- based material.

Records

CITI offers two kinds of documentation to reflect a course completion: Completion Reports and Completion Certificates. Both are available from the Records tab.

- Completion Reports are "transcripts" that include all quiz scores. Part 1 shows scores at the time you completed and passed the course. Part 2 reflects any subsequent quiz attempts.
- Completion Certificates are "diplomas" that do not include quiz scores.



Each Completion Report and Completion Certificate has a unique "verify" link that you can send to others to share your results (or use for online posting).

Additional information

[Updated Guide to Getting Started](#) CITI Program | Support

[Video: Updated Guide to Getting Started](#) CITI Program | Support