



## Human Subjects Protection Training

**Office of Research  
Integrity & Education**  
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### QUICK LINKS:

[CITI Program](#)  
[www.citiprogram.org](http://www.citiprogram.org)

[DU IRB Policy 301:  
General Policies &  
Procedures/ Section  
3.16 - Training  
Requirements](#)

[Training requirements for  
Investigators & Research  
Staff.docx](#)

[FAQs on Requirements  
for education on the  
protection of human  
subjects \(OHRP\)](#)

[http://  
humansubjects.nih.gov/  
requirement-education](http://humansubjects.nih.gov/requirement-education)

DU researchers (and anyone listed as part of the research team on an IRB protocol) who will conduct human subject research are required to complete human subjects research training. Training is valid for four years and it is accomplished through completing modules in the CITI program.

As part of DU's agreement with the federal government to allow our institution to conduct research and our commitment to ensure all DU researchers receive adequate training for conducting human subjects research, DU offers human subjects research training certification through the Collaborative Institutional Training Institute (CITI). The CITI Program provides online curriculums to fulfill the training requirement. CITI offers a streamlined process that provides certification that is recognized not only at DU but at a variety of institutions nationwide. If you are doing a multi-site study or plan to do research at another institution, your CITI training may be transferrable to the other institution.

In general, the CITI training will take you through several modules that cover a variety of topics for conducting research involving human subjects. When you initially log into the CITI program you will be prompted to select curriculum modules for either **biomedical** research and/or **social behavioral & educational research (SBER)**. Please select the most appropriate curriculum for the type of research you will be involved in. You also have the option to complete both curriculums.

For each module within a curriculum, you will read through the learning guide and then answer multiple choice questions. In order to pass each module and receive a completion certificate, you will need to answer 80% of the questions correctly. If you need to retake quizzes, that option is also available. The training program is divided into sections, so you don't have to complete all the modules in one sitting. Once your certification is complete, you should save a copy of your completion certificate on your computer hard drive and upload it into the IRBNet's "Track Training" feature. For complete instructions and a step-by-step guide on uploading your certificate into IRBNet, go to the IRBNet Library (Forms and Templates) and select "IRBNet—Uploading your CITI Training to IRBNet". If you serve as the Principal Investigator, you are responsible that all research personnel listed on your protocol have completed the appropriate training.





## Human Subjects Protection Training through CITI

**What is CITI?** The Collaborative Institutional Training Initiative (CITI) is an online training program that offers training modules in COI and other areas, including human subjects protection, animal care and use, responsible conduct of research etc.

### How do I create a CITI account?

Go to CITI's homepage: [www.citiprogram.org](http://www.citiprogram.org) and click on "Register" and complete the following steps:

Step 1: Select "University of Denver" as your Organization Affiliation.

Step 2: Enter your Personal Information (Name and E-mail Address),

Step 3: Create Your Username and Password.

Step 4: Identify your Country of Residence.

Step 5: Select an Option to Receive Continuing Education Unit (CEU) Credit.

Step 6: Provide Information requested by DU

Step 7: Select Curriculum

### Which training modules should I complete?

You will be provided a series of curriculum choices. You will need to select the [Human Subjects Research curriculum \(Question 1\)](#) to fulfill the human subjects protection training requirements:

- **Question 1: Human Subjects Research**

Select the **Biomedical AND/OR Social, Behavioral & Educational Research (SBER)** modules depending on the type of research you will be conducting.

- Question 2: Responsible Conduct of Research

- Question 3: Conflict of Interest

- Question 4: Laboratory Animal Welfare

- Question 5: Biosafety

- Question 6: Export Compliance

- Question 7: Health Information Privacy and Security

Once you have successfully completed registration and finished the modules in a selected curriculum, a completion report will be available to document your training. We recommend that you save a copy of this report for your records.

## Resources

If you have questions about using the CITI program or completing the Human Subjects Research curriculum, please contact the Research Integrity & Education Director at **303-871-2121**. Please remember that all key personnel involved in a research proposal must complete the mandatory training curriculum to fulfill the federal and University requirements.