Students that conduct human subjects research must be certified in human subjects protection training. At DU, this certification can only be completed through the online Collaborative Institutional Training Initiative (CITI) Program. A successfully completed training is valid for four years.

**Who Needs to Complete this Training?**

- Students who are listed on the protocol as the Principal Investigator
- Faculty Advisors/Sponsors of a Student Investigator
- All research team members on the project who will interact/intervene with human subjects or have access to any subjects identifiable data
- Faculty and Staff who serve as a Principal Investigator
- Unaffiliated Investigators

**To get started as a New User - Go to citiprogram.org**

1. Select ‘REGISTER’ and select your Organization Affiliation (University of Denver).
   DO NOT SELECT “Independent Learner Registration” option.
2. Enter your Personal Information (First Name, Last Name and Email Address)
3. Create Your CITI Program Username/Password
CITI Training Curriculum

For Student Investigators: A curriculum option has been created specifically for undergraduate and graduate students who serve as the Principal Investigator. The training curriculum for students is more comprehensive and does not change regardless of the project or type of IRB review. The Student Basic Course is designed to cover all aspects about conducting human subjects research. Student investigators must also select supplemental modules that are applicable to their specific research project.

For example, if a student investigator will conduct research utilizing the internet to obtain data from potential research subjects and the research qualifies under one of the exempt categories, the student would need to complete the Student Basic Course along with the supplemental training module under Study Design on “Research Involving the Internet”.

After you register you will need to complete the Human Subjects Research curriculum for any projects that will be reviewed by the IRB. Log into citiprogram.org and enter your username and password.

- You will automatically be directed to the Main Menu/My Courses page; scroll to the bottom of the page and select “Add a Course”
- Select the Human Subjects Research option, click NEXT.
- Select ‘I am a Student Investigator’ option, click NEXT.
- Choose whether your proposed project is Social Behavioral and Educational Research (SBER) or Biomedical Research, click NEXT.
- As a new user, select the Basic Course option, click NEXT.
- Select Study Design options that apply to your proposed research project (schools, internet-based research, biobanks or databases, survey research, international research, community-engagement) OR select ‘N/A’ if none apply, then click NEXT.
- Select Subject Populations options that apply to your proposed research project (children, prisoners, older adults, subjects who are decisionally impaired, subjects with physical disabilities, subjects that are critically ill or at the end-of-life, subjects who do not speak English, socially or economically disadvantaged subjects, workers/employees, illegal activities or undocumented status, gender & sexual diversity, pregnant women, fetuses, and neonates) OR select ‘N/A’ if none apply, then click NEXT.
- After all of these selections are made, your training modules will automatically be listed on the Main Menu/My Course page.

How do you know when you've successfully finished the CITI training requirement?

On CITI’s Main Menu screen, each course will be listed along with the completion status. The “Status” column will identify whether a course has been “Passed” in green, is “Incomplete” in red, or has “Not Started” in black. A completion certificate will not be issued and will not be available to view-print-share unless a score of 80 is achieved for each module. On this same page, you can print your completion certificate, save it to your hard drive and download your CITI training directly into IRBNet, DU’s electronic submission system. Refer to the attached PowerPoint for step-by-step instructions on Downloading CITI Training to IRBNet Userprofile.