MIDDLE TENNESSEE STATE UNIVERSITY

CITI TRAINING GUIDE:

How to Select A Curriculum

HOW TO USE THIS MANUAL

This step-by-step guide is for Middle Tennessee State University staff, faculty, and students who need to complete their training requirements with CITI to start their IRB protocol.

When to Use This Guide
- You want to start your training, select the right modules and register to CITI.
- You have an existing account and in need of help in navigating your modules.
- You need help finding additional/supplemental modules for a specific study.

LOGIN / SIGNUP INSTRUCTIONS

TIPS before you start, please read:

For existing CITI account holders:

1. Log into your **CITI Account** using your MTSU username and password.
2. From your dashboard, locate "Middle Tennessee State University" and click the "**View Courses**" button to access your active courses.
3. Scroll down to the box titled *Learner Tools* and select "**Add a course**."
   Your screen should look like this:

4. Once you have completed these steps, you may now continue to **Select Your Modules** in this manual.

For first-time CITI registrants:

1. Click here to register with CITI Program.
2. Choose **"Select your organization affiliation"**
       a. Enter Middle Tennessee State University. Read and agree to terms and conditions by checking all the boxes to create an account.
       b. Enter your personal information and please use your MTSU email address.
       c. Create your username and password. Your username must be the initial part of your MTSU email address, specifically the first four characters/digits before the "@mtmail.mtsu.edu." (Ex. if your email is som2m@mtmail.mtsu.edu your username will be som2m.) For staff/faculty please use your FSA/SSO username.
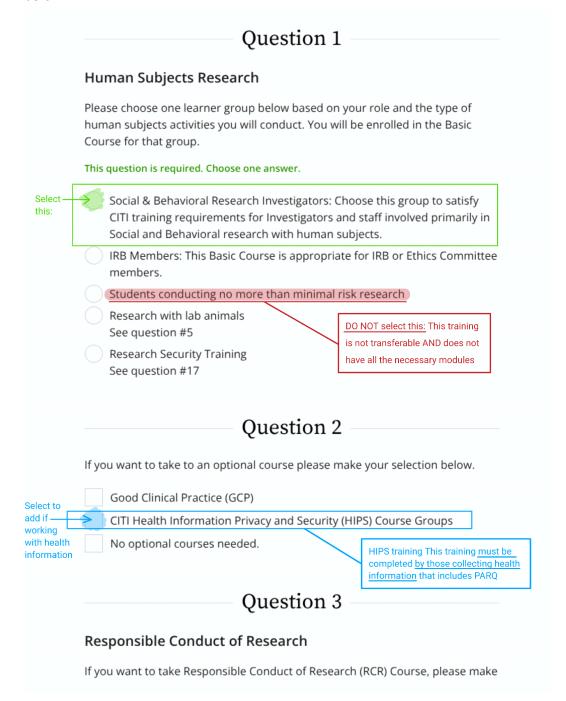   d. Complete the required fields as instructed.
Congratulations! You have now successfully registered to CITI. Your screen look like this:

3. Once you have completed these steps, you may now continue to **Select Your Modules** in this manual.

SELECT YOUR MODULES

1. Scroll to **Question One** on the "**Select a curriculum**" page and follow the instructions below:
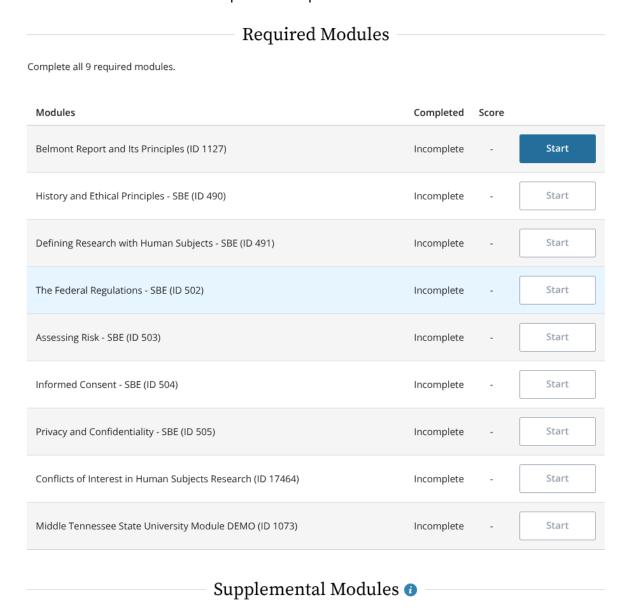
Question 3 (Responsible Conduct of Research): _NOT Human Subject Training._ These are general ethics courses but they do not qualify as training to conduct human subject research **IMPORTANT:** Protocols funded by NSF <u>must complete</u> these courses.

Question 4 (Conflict of Interest): _Not required to complete but encouraged._
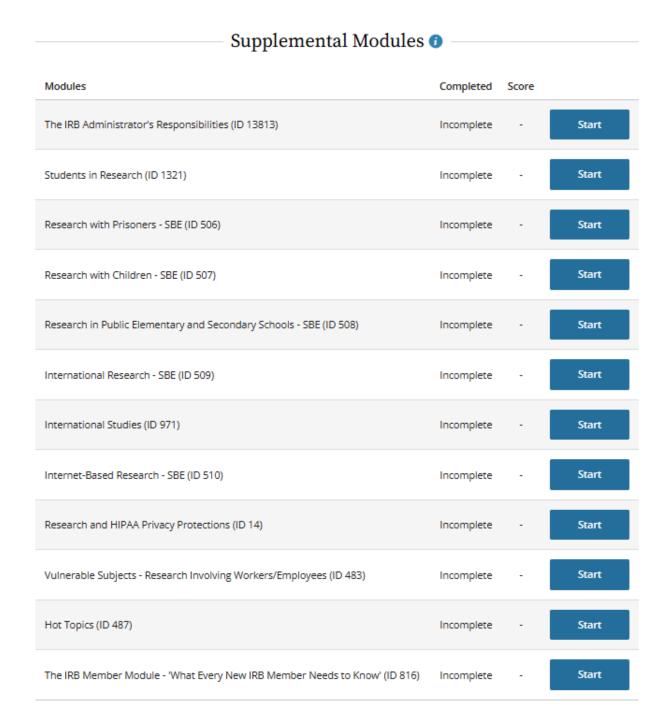
Question/s 5, 6, 7, 8, 9, and 10: _NOT Human Subject Training._ These ethics courses relate to animals research; they do not qualify as training to conduct human subject research

Question/s 11, 12, 3, 14, 15, 16, and 17 – _NOT Human Subject Training_. Does not apply to students or faculty researchers.

2. Once SBR is added, it will show up in your course profile click the "**Start now**" button to view lists of required and supplemental modules.

3. All MTSU researchers must complete the required modules listed below.

Required Modules

Complete all 9 required modules.

Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	Incomplete	-	Start
History and Ethical Principles - SBE (ID 490)	Incomplete	-	Start
Defining Research with Human Subjects - SBE (ID 491)	Incomplete	-	Start
The Federal Regulations - SBE (ID 502)	Incomplete	-	Start
Assessing Risk - SBE (ID 503)	Incomplete	-	Start
Informed Consent - SBE (ID 504)	Incomplete	-	Start
Privacy and Confidentiality - SBE (ID 505)	Incomplete	-	Start
Conflicts of Interest in Human Subjects Research (ID 17464)	Incomplete	-	Start
Middle Tennessee State University Module DEMO (ID 1073)	Incomplete	-	Start

Supplemental Modules ⓘ

IMPORTANT: **For study/research-specific modules,** look under the "Supplemental Modules" section, which can be found by scrolling down the *Required Modules* list.

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Supplemental Modules ⓘ

Modules	Completed	Score	
The IRB Administrator's Responsibilities (ID 13813)	Incomplete	-	Start
Students in Research (ID 1321)	Incomplete	-	Start
Research with Prisoners - SBE (ID 506)	Incomplete	-	Start
Research with Children - SBE (ID 507)	Incomplete	-	Start
Research in Public Elementary and Secondary Schools - SBE (ID 508)	Incomplete	-	Start
International Research - SBE (ID 509)	Incomplete	-	Start
International Studies (ID 971)	Incomplete	-	Start
Internet-Based Research - SBE (ID 510)	Incomplete	-	Start
Research and HIPAA Privacy Protections (ID 14)	Incomplete	-	Start
Vulnerable Subjects - Research Involving Workers/Employees (ID 483)	Incomplete	-	Start
Hot Topics (ID 487)	Incomplete	-	Start
The IRB Member Module - 'What Every New IRB Member Needs to Know' (ID 816)	Incomplete	-	Start

5. **IMPROTANT:** As you go through your modules, please ensure that you've reviewed the lists of trainings needed: https://www.mtsu.edu/irb/requirements/.

If you have further questions regarding CITI please feel free to reach out to:

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