

Collaborative Institutional Training Initiative (CITI) Training Module Instructions

For your Capstone requirement – each student needs to affiliate and complete at least one Institution's CITI course/module requirement.

- If you will be submitting an IRB to Oakland University – please complete OU's CITI training
- If you will be submitting an IRB to Beaumont Health – please complete William Beaumont Hospital's CITI training
- If you will be submitting an IRB to another institution – please complete that institution's CITI training
- If you do not require an IRB (and have completed the IRB excusal form process) – please complete William Beaumont Hospital's CITI training

Once you have completed the training courses – we will need you to print your Completion Reports to PDF and attach them to the CITI training row in your SmartSheets. (Instructions for printing reports are below, and you will need these reports once you are ready to submit your IRB applications.)

- 1) Go to the CITI training website (<https://www.citiprogram.org>) and Create an Account/register. If you have a pre-existing CITI account, you can skip to step 2.



- 2) Go to the Main Menu. If you have previously affiliated with a different institution you will need to simply add Oakland University or William Beaumont Hospital Research Institute to your profile. (Any courses/modules you have previously completed will populate into the OU or Beaumont learner groups).



Oakland University Courses

(Follow steps 3 – 5 to set up your OU CITI training courses. If you do not need to complete OU CITI, please skip to step 6).

- 3) Once you have affiliated with the appropriate institutions, select “Add a Course or Update Learner Group” for Oakland University from the Main Menu

The screenshot shows the 'Main Menu' with a navigation bar containing links: Main Menu, My Profiles, CE Credit Status, My Reports, and Support. Below this, the 'Main Menu' section is expanded, showing a list of options: 'Oakland University Courses' (highlighted with a red arrow), 'William Beaumont Hospital Research Institute Courses', 'Click here to affiliate with another institution', and 'Affiliate as an Independent Learner'. Below the menu, the 'My Learner Tools for Oakland University' section is shown, containing a list of tools: 'Add a Course or Update Learner Groups' (highlighted with a red arrow), 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'.

- 4) Answer the following 8 questions:

- Question 1: Select “Student and Faculty Advisor”

The screenshot shows 'Question 1' titled 'OU Human Subjects Research'. The instruction is: 'Please choose your learner group below to fulfill the OU human subjects training requirement:'. Below this, it says 'Choose one answer'. There are four radio button options: 'Faculty', 'Student and Faculty Advisor' (selected and highlighted with a red arrow), 'IRB Member', and 'Not at this time'.

- Question 2: Select all options that apply to your research (Ask your mentor or the Capstone consultants for help with this choice if necessary – it is possible that you do not need to complete any optional modules.)

The screenshot shows 'Question 2' titled 'Optional Human Subjects Research Modules'. The instruction is: 'If you are required to complete any additional modules, please make your selection below.'. Below this, it says 'Choose all that apply'. There are six checkbox options: 'Records-Based Research', 'Research with Prisoners - SBE', 'Research with Children - SBE', 'International Research - SBE', 'Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates', and 'Avoiding Group Harms - US Research Perspectives'.

- Question 3: Select “Not at this time”

*** Question 3**

Would you like to take the IRB Chair course?

Choose one answer

☐ Yes


☒ Not at this time.

- Question 4: Select the HIPS course ONLY if it applies to your research (Only applies if you are working with Protected Health Information (PHI) - ask your mentor or the Capstone consultants for help with this choice if necessary)
- Question 5: Choose “Not at this time”
- Question 6: Select “No”

Question 4

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

Choose all that apply

☐ Health Information Privacy and Security (HIPS) Course - Information for Investigators 

Question 5

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

☐ Biomedical Responsible Conduct of Research Course

☐ Social and Behavioral Responsible Conduct of Research Course


☐ Physical Science Responsible Conduct of Research Course

☐ Humanities Responsible Conduct of Research Course

☐ RCR for NSF & NIH Researchers

☐ RCR for Administrators

☐ RCR for Engineers


☒ Not at this time. 

*** Question 6**

Would you like to take the Conflicts of Interest course?

Choose one answer

☐ Yes

☒ No 

- Question 7: Laboratory Animal Welfare - Answer this question ONLY if you are going to work with animals
 - Question 8: CITI Export Controls - Select “not at this time”
- 5) Hit the “submit” button at the bottom of the page, and the modules you will have to complete will be populated for you. If you only need to complete OU CITI Training modules, you are done setting up your learner groups. You should have the following course now populated in your OU CITI Courses. If you are conducting research at Beaumont Hospital, please continue to step 7.
- Student and Faculty Advisor Basic/Refresher

Beaumont Hospital Courses

(Follow steps 6 – 8 to set up your Beaumont CITI training courses. If you do not need to complete Beaumont CITI, please skip to step 9)

6) Select “Add a Course or Update Learner Group” for William Beaumont Hospital from the Main Menu



7) Answer the following 3 questions

- Select Curriculum “Alternative 1”

Select Curriculum - William Beaumont Hospital Research Institute

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

- **Question 1:** Will enroll you in the Biomedical Research Investigators and Key Personnel Course This course is required by the HIC, and completion is **mandatory** prior to engaging in Human Subjects Research
- **Alternative 2:** Will enroll you in the **Optional** Good Clinical Practice (GCP) Course. **WARNING:** Completing this course does not satisfy HIC educational requirements.
- **Alternative 3:** Will enroll you in the **Optional** Responsible Conduct of Research (RCR) Course **WARNING:** Completing this course does not satisfy HIC educational requirements.
- **Alternative 4:** Will enroll you in the **Optional** Health Information Privacy & Security (HIPS) Course. **WARNING:** Completing this course does not satisfy HIC educational requirements.

[View instructions page](#)

- Question 1: Make a selection only if your research involves animals

Question 1

For Research Involving Laboratory Animals

Choose all that apply

☐ Select this option if you plan to use laboratory animals in your work or plan to supervise such work.

☐ IACUC Community Member

☐ Select this option if you are an IACUC member, coordinator or administrator

Choose the appropriate species-specific courses below depending on your work or interests.

☐ I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.

☐ I work with frogs, toads or other amphibians.

☐ I work with mice.

☐ I work with rats.

☐ I work with hamsters.

☐ I work with gerbils.

☐ I work with guinea pigs.


- Question 2: Select “Mandatory-Biomedical Research Investigators and Key Personnel”

Question 2

Course In The Protection of Human Subjects

Please read the following options carefully and select the modules appropriate to your research activities. Your selection will determine the curriculum for the courses you will take.

Choose all that apply

☒ **MANDATORY** - Biomedical Research Investigators and Key Personnel 
 (this course must be completed prior to engaging in Human Subjects Research)

OPTIONAL

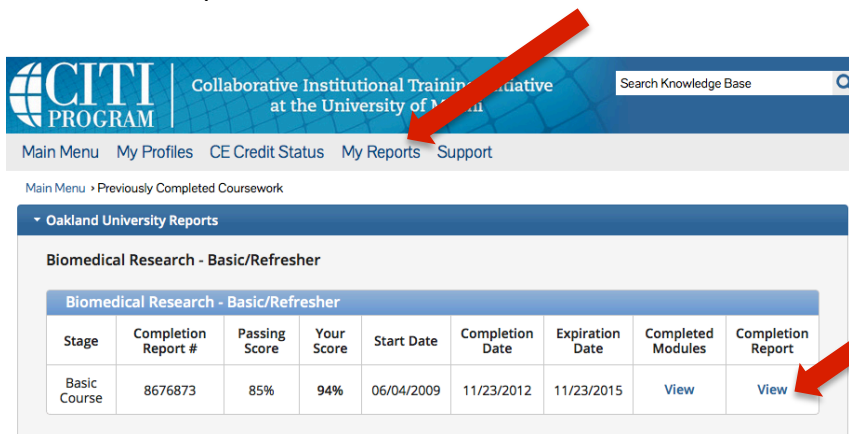
☐ Good Clinical Practice (GCP) Course
 ☐ Responsible Conduct of Research (RCR) Course In The Biomedical Sciences
 ☐ Health Information Privacy & Security (HIPS) Course

- Question 3: Responsible Conduct of Research (RCR) Course - Select “I do not need to enroll in this course.”

- 8) Hit the “submit” button at the bottom of the page, and the modules you will have to complete will be populated for you. You should have the following course now populated in your William Beaumont Hospital CITI Courses.
 - Biomedical Research Investigators and Key Personnel

Completion Reports

- 9) Once you have completed all the affiliations and course populating, you need to begin taking the courses/modules by clicking on the course title name, and then on the individual module names. Once you have completed the modules, you will see your score populated on the far right column. You will need to meet the minimum score requirements in order to pass the course (80%). After completion of all the modules in a course, your course status will change to 'completed'. CITI course completions are valid for 3 years.
- 10) To print and save your completion reports, click on the Institution and then on "My Reports" on the horizontal menu across the top of the screen.



- 11) Click on the "View" under the Completion Report Column for to open the report. A separate tab/window should open up with your completion report.
- 12) Go to your File>print option on your apple menu. In the call out box, select the PDF button in the lower left corner. Or, choose download, and save the pdf to your files. Be sure to change the file name to your name, the institution, and the course title (as you will have to save the report for each course and submit all of them with your IRB application).