

CITI Program (Collaborative IRB Training Initiative) Information for New Residents/Fellows

The University of Tennessee Health Science Center (UTHSC), its College of Medicine campuses, and Erlanger Health Systems are committed to protecting our research volunteers—and the integrity of the data derived from their participation in research. As a result, the University is requiring that its faculty, residents, fellows, students, other investigators, IRB members, administrators, and all other individuals who participate in the conduct of human subject research, including those using human-derived materials, must complete a nationally recognized online course prior to beginning research at the University. The course is the Collaborative IRB Training Initiative (CITI) program. The CITI training program can be accessed by linking to www.citiprogram.org.

Dr. Robert Fore, Associate Dean and DIO for the University of Tennessee College of Medicine Chattanooga, is requiring that all incoming residents and fellows must complete the appropriate CITI modules before beginning training (prior to July 1). Specific instructions for registering are on the following page.

There are a number of modules, some geared primarily to biomedical research, some to social/behavioral research. There is one that has been designed specifically for the University of Tennessee College of Medicine Chattanooga as part of the University of Tennessee system. Don not confuse it with UTC. Review of all modules is encouraged, but learners are only required to complete the modules according to their category, which is defined by title/group (e.g, administrator, department chair, principal investigator, key study personnel, fellow, resident, student), as indicated in the CITI introduction.

The table on the next page is included so you can get an overview of what is required and what optional modules are available to you. As residents and fellows, you will fall under Group 4. This means that you will need to complete three optional modules of your choice (in addition to those listed as required). We strongly recommend you select the optional modules that relate most directly to your research. You are not limited to three; you may take as many as you feel would be helpful. When you sign onto the course, the required modules will be listed for you.

The University of Tennessee College of Medicine Office of Human Subject Protections (OHSP) will administer this program. For questions or concerns regarding the CITI training program, you may contact:

Sylvia Friedl (OHSP Chattanooga), 423.778.3899, Sylvia.friedl@erlanger.org or Stacey Hendricks, IRB Coord, 423.778-3818, Stacey.hendrick@erlanger.org.

R: Required

O: Optional

H: Hidden from view

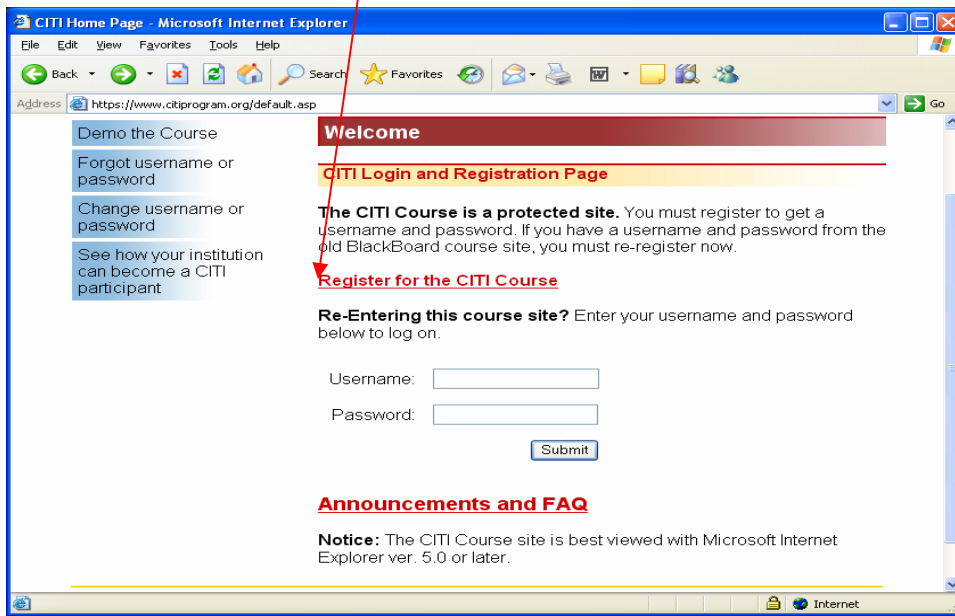
	IRB Chair & Administrators, Research Administrators, OHSP Staff	IRB Members, Dept Chairs	Investigators, Key Study Personnel	Fellows, Residents, and Students
Group	1	2	3	4
<i>Biomedical Modules</i>				
History & Ethical Principles	R	R	R	R
Basic IRB Regulations & Review Process	R	R	R	R
Informed Consent	R	R	R	R
Social & Behavioral Research for Biomedical Researchers	R	R	O	O
Records-Based Research	R	R	O	O
Genetic Research in Human Populations	R	R	O	O
Research with Protected Populations—Vulnerable Subjects Overview	R	R	O	O
Vulnerable Subjects--Prisoners	R	R	O	O
Vulnerable Subjects—Minors	R	R	O	O
Vulnerable Subjects—Pregnant Women & Fetuses in Utero	R	R	O	O
Group Harms—Culturally or Medically Vulnerable Groups	R	R	O	O
FDA Regulated Research	R	R	O	O
Human Subjects Research at the VA	O	O	O	O
HIPAA & Human Subjects Research	R	R	O	O
Workers as Research Subjects—A Vulnerable Population	R	R	R	R
Hot Topics	R	R	R	R
Conflicts of Interest	R	R	R	R
IRB Member Module	O	R	H	H
UT Customized Module	R	R	R	R
<i>Social & Behavioral Modules</i>				
History & Ethical Principles-SBR	O	O	O	O
Defining Research with Human Subjects-SBR	O	O	O	O
Regulations & SBR	O	O	O	O
Assessing Risk in SBR	O	O	O	O
Informed Consent SBR	O	O	O	O
Privacy & Confidentiality	O	O	O	O
Research with Prisoners – SBR	O	O	O	O
Research with Children – SBR	O	O	O	O
Research in Public Elementary & Secondary Schools--SBR	O	O	O	O
International Research—SBR	R	R	O	O
Internet Research—SBR	R	R	O	O

Instructions for CITI Registration

Log onto <http://www.citiprogram.org>

Once you access the **CITI** (Course in The Protection of Human Research Subjects) home page, you may follow the steps listed below to register the **CITI** Program.

Step 1: Click on the **Register for the CITI Course** to register yourself before you login.



Step 2: Select University of Tennessee College of Medicine Chattanooga from the dropdown menu. Don't get confused with UTC (local undergraduate campus).

CITI Collaborative Institutional Training Initiative

[Announcements and Frequently Asked Questions \(FAQ\)](#)

[Main Menu](#) | [Select Language](#) | [Logoff](#)

Select your institution or organization.

Choose your institution from the appropriate dropdown menu then click **SUBMIT**.

Participating Institutions:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Step 3: Your user name should be your first initial and last name. You can create whatever password you choose.

CITI Course in The Protection of Human Research Subjects

Select Your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Username:

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Password:

Verify Password:

Please enter a reminder phrase that will help you remember your password if you forget it. Your reminder phrase cannot contain more than 50 characters and cannot include your password.

Reminder phrase:

Step 4: Don't worry about an employee number. That is an optional field. For your role in research, select "Principal Investigator," "Co-Investigator," or "Other" from the dropdown list.

File Edit View Favorites Tools Help

Address <https://www.citiprogram.org/contactinformation.asp?strKeyID=5273D846-6880-40B3-884A-545DAF97FFDFD-614381> Go

CITI Course in The Protection of Human Research Subjects

CITI Registration Page

Complete and submit the form below. All fields are required.

* First Name:

* Last Name:

* E-mail:

Your username and password can be sent to you at this address if you forget them. Your email address may also be used by your institutional administrator and the CITI site administrator to provide information about the CITI program.

* Confirm E-mail:

* Gender:

* Highest degree:

Employee Number:

Department:

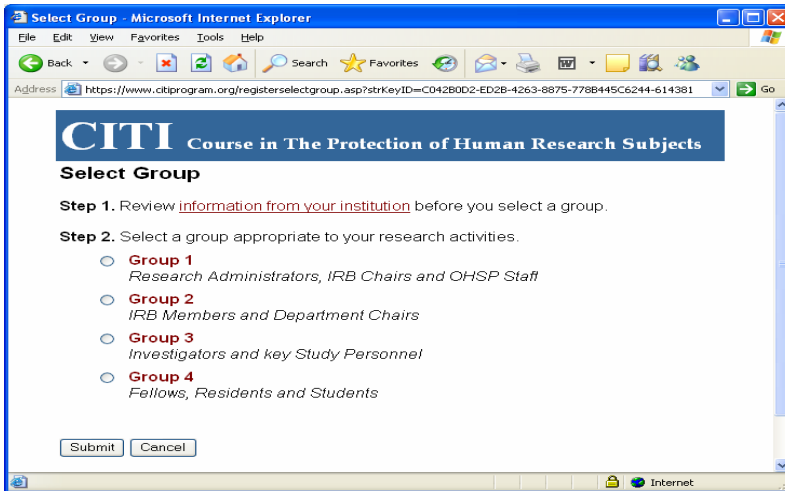
* Which course do you plan to take?:

* Role in human subjects research:

Address Field 1:

Done Internet

Step 5: Select Group 4 since you are a Fellow or Resident:



Step 6: Log on with your username (first initial last name) and the password you just created. Then **Submit** to go to the CITI Course page.

