



TRAINING REQUIREMENTS FOR RESEARCH INVOLVING HUMAN SUBJECTS

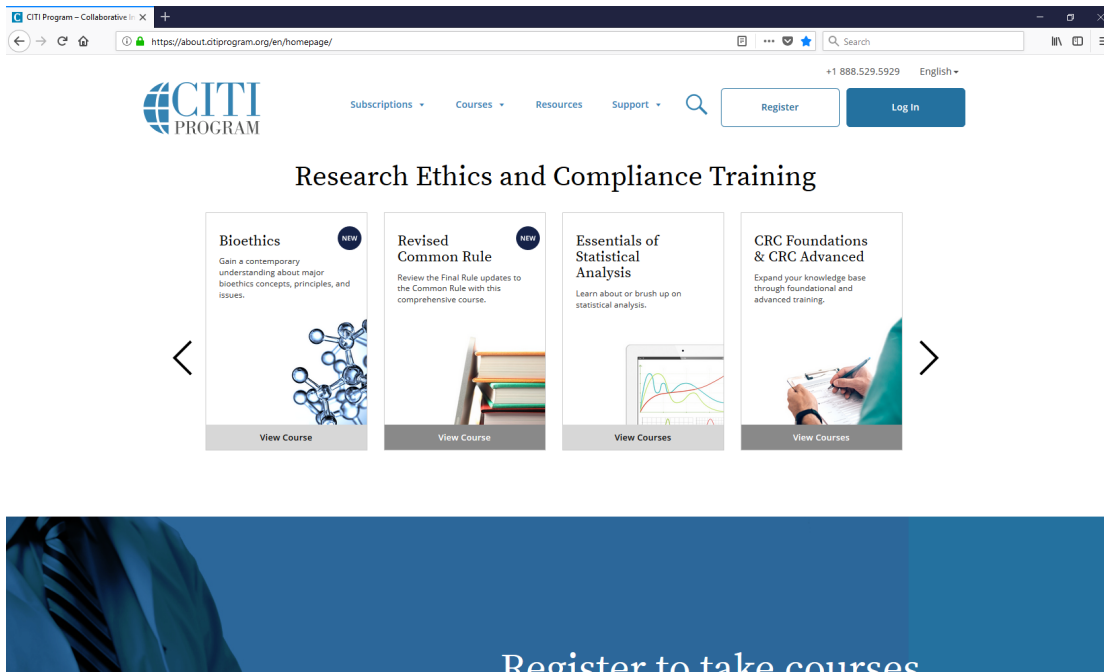
Biomedical

REQUIREMENTS FOR PARTICIPATION IN HUMAN SUBJECT RESEARCH

1. Complete the five required online courses
 - Group 1 – Biomedical Research
 - CITI Health Information Privacy and Security (HIPS) for Clinical Investigators
 - CITI Responsible Conduct of Research Course
 - Good Clinical Practice and ICH (GCP)
 - Conflicts of Interest

CREATING YOUR NEW CITI ACCOUNT

[WWW.CITIPROGRAM.ORG](https://www.citiprogram.org)




- Create a NEW account with CITI.
- Log onto the CITI website by going to www.citiprogram.org
- Click “[Register](#)” to go to the registration page. Only create a new account if this is the first time you will ever complete CITI course(s).

CITI - Collaborative Institutions X

https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0®ion=1&message=0

English



LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

Creighton University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Creighton University.

Continue To Create Your CITI Program Username/Password

or

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

Search for Creighton University
to select your Organization
Affiliation.

Continue to Step 2.

CITI - Collaborative Institutions X

https://www.citiprogram.org/index.cfm?pageID=155&icat=38&ac=0

English

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Creighton University

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

You will enter your name and your primary email address. If you do not have an @creighton.edu email, please use your personal email address in this field so you will have access to your CITI account. You will need to change it to the Creighton email or CHI email once you have it

A secondary email address is a good idea, but not required.

Continue to Step 3.

CITI - Learner Registration - Creighton University

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

[Continue to Step 4](#)

You will create your CITI username on this page, password and security questions and answer.

Continue to Step 4.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - Creighton University

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

[Continue To Step 5](#)

[Need Help? Support Center](#)

CITI asks Country of Residence
Continue to Step 5

* Indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses - with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PA's - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

- Yes
- No
- Not sure, Ask me later

* Can CITI Program contact you at a later date with marketing information? ⓘ

- Yes
- No

Continue To Step 6

CITI asks about CEUs and whether they can contact you in the future

Continue to Step 6

Please provide the following information requested by Creighton University

* indicates a required field.

Language Preference

* Institutional email address
Please enter your Creighton University email address.

* Confirm Institutional email address

* Gender

* Highest degree

Employee Number

* Department

* What is your role in research?

Address.Field.1

On this page CITI is asking for information about you. Please note that you are only required to complete the questions with the red (*) asterisk; the remaining are optional.

For the institutional email address, please use email assigned to you by Creighton University or your employer. If you do not have one yet, please use your personal email address at this time. You will need to change it when you have a Creighton/CHI email assigned.

Continue to Step 7

TO SELECT THE CITI COURSES THAT YOU WILL NEED TO COMPLETE, PLEASE SELECT THE OPTION AS SHOWN BELOW

CITI - Collaborative Institutions

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* *PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.

Choose all that apply

- I will be involved in research with human subjects (IRB).
- I will be involved in research or teaching activities that utilize live animal subjects (IACUC).
- I am listed on an IBC project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more Biosafety Courses.
- I am one or more of the following and required to complete (RCR) CITI Responsible Conduct of Research Course; I have a class assignment to complete training and/ or I am involved in a research project.
- I am one or more of the following and required to complete CITI (COI) Conflict of Interest. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.
- I am required to complete Essentials of Research Administration
- I have previously completed CITI Training and need to select individual courses.

Next

[Need Help? Support Center](#)

Select the options as shown below

The screenshot shows a web browser window with a URL: `g/index.cfm?pageID=175&instID=311&objID=17679&nObjID=17679&acc=1`. Below the browser window, a red asterisk indicates a required field. The main content is a form titled "Individual Course Selection" with the instruction "Choose all that apply". The form contains several checkboxes, with five of them selected and highlighted in yellow. Blue arrows on the left point to these selected options. At the bottom of the form is a blue "Next" button.

Individual Course Selection

Choose all that apply

- GROUP 1 BIOMEDICAL RESEARCH
- GROUP 1 BIOMEDICAL RESEARCH Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED GROUP 1 BIOMEDICAL RESEARCH COURSE
- GROUP 2 SOCIAL & BEHAVIORAL RESEARCH
- GROUP 2 SOCIAL & BEHAVIORAL RESEARCH Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED GROUP 1 BIOMEDICAL RESEARCH COURSE
- CITI Responsible Conduct of Research Course
- CITI Responsible Conduct of Research Course Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED CITI Responsible Conduct of Research Course
- CITI Health Information Privacy and Security (HIPPS) for clinical investigators
- Good Clinical Practice and ICH (GCP)
- Good Clinical Practice and ICH (GCP) Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED CITI Good Clinical Practice and ICH (GCP) Course
- Conflict of Interest
- Conflict of Interest Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED CITI Conflict of Interest Basic Course
- Wildlife Research

Next

CITI - Collaborative Institutions X

https://www.citiprogram.org/members/index.cfm?pageID=50

English

Jane smith
ID 7566198
Log Out
Help

Main Menu / My Courses My Profiles My Records My CEUs Contact Us

Main Menu / My Courses

✔ Your registration has been completed successfully.

Creighton University Courses

Course ?	Status ?	Completion Record ?	Survey ?
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators	Not Started	Not Earned	
CITI Responsible Conduct of Research Course	Not Started	Not Earned	
Conflicts of Interest	Not Started	Not Earned	
Good Clinical Practice and ICH (GCP)	Not Started	Not Earned	
Group 1: Biomedical Research	Not Started	Not Earned	

My Learner Tools for Creighton University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

THE COURSE NAME IS THE LINK TO THE COURSE

CITI TRAINING REQUIREMENTS


HAVE YOU COMPLETED ALL FIVE REQUIREMENTS?

Have you completed the FIVE CITI BASIC courses and do you have copies of the five CITI completion reports for the five courses?

IF YOU ARE MISSING ANYONE OF THESE, YOU ARE NOT FINISHED



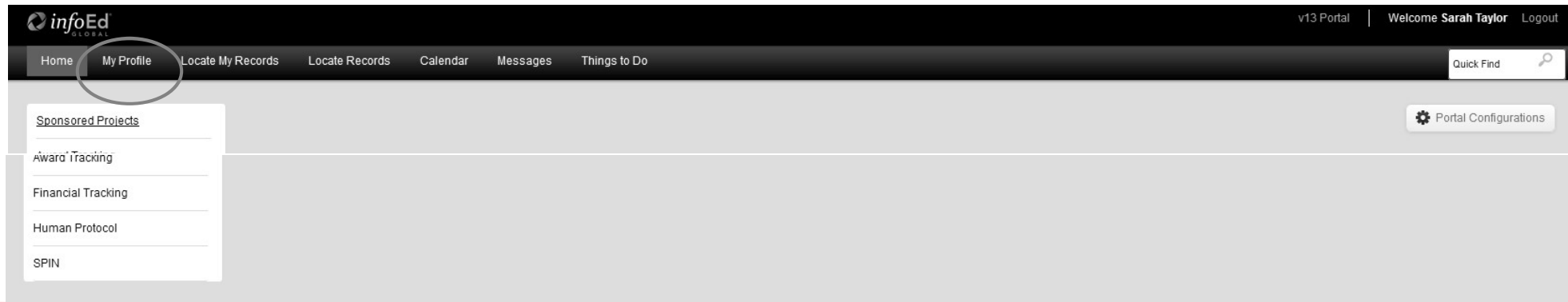
NEXT STEP - Adding cv and professional license to InfoEd

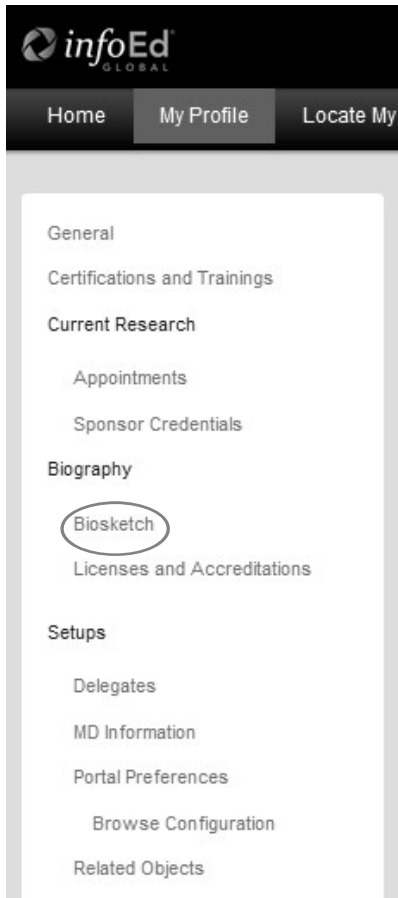
- Once you have your CU NetID, please log onto InfoEd to upload your current cv and professional license.
- Use Firefox as the browser  Internet Explorer may cause issues
- See directions next page

Using Firefox as the browser 
Go to <https://creighton.infoedglobal.com>

To log in select the "click here" link

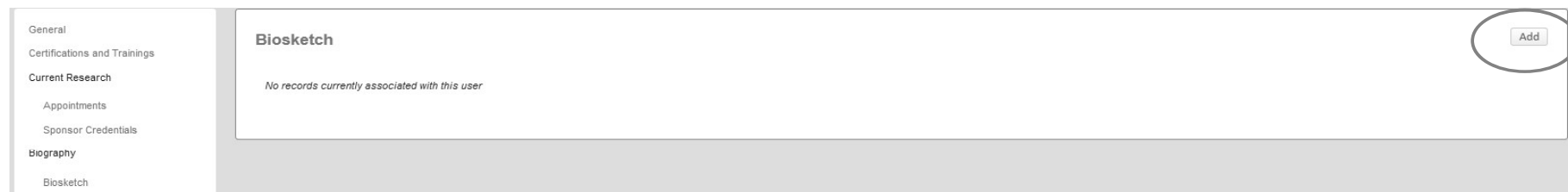
To add your cv or professional license - click "My Profile"





Click on "Biosketch" in the left-hand navigation

Click "Add" in the top right corner



Name your cv or professional license, browse for the document and upload, click save

Upload New Biosketch File Save Cancel

* Indicates A Mandatory Field

* Biosketch Name

File to Upload

No file selected.

Repeat this process for any/all items required under Biosketch

Biosketch Add

1 Items Page 1 of 1

Biosketch Name	Original	PDF	
CV for J. Doe	View	View	Delete

Do not upload CITI training certificates. CITI is linked to InfoEd and the IRB will obtain this information from there.

When all documents are uploaded, you can click back to the "Home" screen

IF YOU HAVE ANY QUESTIONS
REGARDING THE IRB TRAINING
REQUIREMENTS
PLEASE CONTACT

Research Compliance Education
Coordinator
402-280-3200 (Office)
researchcomped@creighton.edu

IF YOU HAVE ANY QUESTIONS
REGARDING IRB
PLEASE CONTACT

IRB Office
402-280-2126 (Office)
irb@creighton.edu



For Investigator Initiated Research

PLEASE CONTACT

researchacademic@creighton.edu

402-280-4142

