

CITI Instructions (IRB #1 Medical Research)

All researchers, staff and students are required to complete an educational course prior to submission of a research protocol. The educational course utilized by Marshall University is the Comprehensive IRB Training Initiative (CITI). The steps for completing the educational requirements can be found on the ORI educational website at <http://www.marshall.edu/research/ori/education.asp> . The course is broken down into 25 minute modules so you can complete the modules as time permits. The directions for registering for the course are as follows:

1. Go to the ORI educational website at <http://www.marshall.edu/research/ori/education.asp>.
2. Complete step one by reviewing the Belmont Report.
3. Click on the link to the CITI Program on step #2.
4. The first time you go to the site you will have to register for the course and you do that by clicking on the "Register Here" link above the login. Once you register you will just login each time you return.
5. Select the institution of Marshall University that is located under "Participating Institutions".
6. Enter a Username and Password that is convenient for you to remember.
7. Fill out Name and Email Address Page then click on "Submit".
8. Fill out CITI Member Information Page. All fields with an asterisk must be filled in, then click on "Submit".
9. **Note: There are 3 separate questions for this page.** For **Question #1** Select Group #1 (IRB#1 Medical Research). For **Question #2** Select only the box that states "I have not previously completed an approved Basic Course". Skip **Question #3** and then click on "Continue" at the bottom of the page.
10. The next page will ask "Do you need to take the training for more than one institution?" You should click "No". **Note:** Even if you are with the Huntington VAMC **do not** select any other institutions other than Marshall University.
11. Now you are in and you should be on the Learner's Menu page. There you can begin your course by clicking on the link that is in red (**Not Started – Enter**).

You will not have to go through all of these steps each time you go to the site. After the initial registration all you will have to do is login with your Username and Password and pick up where you left off.

If you have any problems or questions please feel free to contact me at 696-4303 or email me at day50@marshall.edu .

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