GOVERNORS STATE UNIVERSITY
INSTITUTIONAL REVIEW BOARD

Instructions for Mandatory Research Ethics Training
for Student Researchers
through the Collaborative Institutional Training Initiative (CITI)

1. Go to the Governors State University web page: http://www.govst.edu/
2. Use the A-Z Index to locate the web page for the "Institutional Review Board" -- http://www.govst.edu/irb/
3. Click on the tab that says "IRB Mandatory Training," which will take you to the CITI web page ("CITI Login and Registration Page"): https://www.citiprogram.org/
4. Click on "Register Here" – this will start the process if creating a registration ID for you
5. Under "1. Select your institution or organization":
    a. At "Participating Institutions" enter Governors State University, or scroll down and locate GSU and enter it by selecting it
    b. Skip over the next 5 bars (Veterans Affairs, Department of Energy, HIV/AIDS, Canadian Institutions, and Korea Participating Institutions), and go to the next section
6. Under "2. Select your Username and Password:"
    a. Enter a Username
    b. Enter a Password
    c. Verify the Password
7. Go to section 3 and enter your First Name and Last Name
8. Go to section 4:
    a. Enter and verify your GSU e-mail address, or your personal e-mail address
    b. Enter a second e-mail address if you want to
9. Click on "No" for CME/CEU credits, unless you know that it applies to you
10. You may click "yes" or "no" to the "Course survey question; it's your choice
11. Hit the "Submit" key (bottom of page); this will take you to a new page – "Member Information"
12. Fill in all the required fields (those marked with an *):
    a. Language preference
    b. Institutional e-mail (use your GSU e-mail address)
    c. Gender
    d. Highest Degree
    e. Role in human subjects research – here, use the scroll option and select: "student researcher-undergraduate"
    f. Office phone – enter a phone number (home, or cellular)
    g. Which course do you plan to take? – here, use the scroll option and select the most appropriate option: "Social and Behavioral Focus, Biomedical Focus, Student in a Class"
    h. For, "May we recontact you………?", answer yes or no according to your preference
13. Hit the "Submit" key (bottom of page); this will take you to a new page – "Select Curriculum – Governors State University"

14. Select "I am a student investigator at GSU……
15. Hit the "Submit" key (bottom of page); this will take you to a new page – "Select your Institution or Organization"
16. At the bottom of this page, hit the "No" key; this will take you to a new page – Main Menu, and this is where you can begin the online training course
17. Under "Status" you will see: "Not Started – Enter"; click on "Enter"; this will take you to another page – "Human Research Gradebook"
18. Click on The Integrity Assurance Statement to begin the training
19. Read the Assurance Statement, and at the bottom, select the button for: "I attest that I have read and understand the above statement. I attest that I am the person listed at the top of this page and I assure that I will complete the required ethics course work with the highest degree of integrity and professionalism."
20. Then hit the "Submit" key, which will take you to the training modules; work your way through the modules, and be sure to record your certificate number at the conclusion of training, and print off the training certificate; bring a copy in to your instructor.