

GOVERNORS STATE UNIVERSITY  
INSTITUTIONAL REVIEW BOARD

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

[The Collaborative Institutional Training Initiative \(CITI\) Program](#) provides education and training for researchers and research administrators. GSU has an organizational subscription to CITI. GSU faculty, staff and students can register with CITI using their GSU email address and affiliate with Governors State University during registration.

**IRB TRAINING REQUIREMENT**

All prospective researchers are required to complete initial investigator training in human subjects protection. The required courses are:

- **Basic Course in Social/Behavioral research groups for social behavioral researchers.**
- **Basic Course in BioMedical research groups for biomedical researchers.**

*Completion of any other CITI course (e.g., Conflicts of Interest, Responsible Conduct of Research, IRB Reference Resource, IRB Members, other) will NOT satisfy the IRB's requirement for initial investigator training and will not be accepted by the IRB.*

Completion of the basic training with a score of at least 80% on all quizzes will certify a researcher for three years and enable the researcher to apply to the University's Institutional Review Board (IRB) for approval of research projects.

The Basic Course and certification:

- provides instruction in the ethical conduct of research with human beings
- promotes the three foundational ethical tenets of human subjects research: Respect for Persons, Beneficence and Justice
- is part of professional development as a researcher
- is valid for three years

The Basic Course modules include reading materials on the history and practical aspects of human subjects protection and associated quizzes. The Basic Course may require up to 4 hours to complete. You are encouraged to use multiple log on sessions.

**HOW TO REGISTER FOR CITI TRAINING**

1. Go to: <https://about.citiprogram.org/en/homepage/> or do an internet search for CITI Program.
2. Click on "Register Here" – this will start the process of creating a registration ID for you
3. 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
4. Under “2. Select your Username and Password:”
  - a. Enter a Username
  - b. Enter a Password
  - c. Verify the Password
5. Go to section 3 and enter your First Name and Last Name
6. 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
7. Click on “No” for CME/CEU credits
8. You may click “yes” or “no” to the “Course survey question; it’s your choice
9. Hit the “Submit” key (bottom of page); this will take you to a new page – “Member Information”
10. 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
  - 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: “e.g., Social and Behavioral Focus, Biomedical Focus”
  - h. For, “May we recontact you.....?”, answer yes or no according to your preference
11. Hit the “Submit” key (bottom of page); this will take you to a new page – “Select Curriculum – Governors State University”
12. Under Question 1, select your role at GSU
13. Answer no to all other questions
14. Hit the “Submit” key (bottom of page), 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.

For tech support, please email CITI at [support@citiprogram.org](mailto:support@citiprogram.org) or call 888-529-5929. You may also email the IRB at [irb@govst.edu](mailto:irb@govst.edu) or call 708-534-4987.