



Collaborative Institutional Training Initiative (CITI)

- **Who must complete the CITI modules?**

- Research Involving Human Subjects: KCU requires that all study personnel who interact or intervene with subjects, or who have access to subjects' identifiable information for the purposes of research, complete the required CITI courses. These studies traditionally require the **Institutional Review Board (IRB)**.
- Research Involving Recombinant DNA, Biohazardous Materials, Infectious Agents and Biologically Derived Toxins: This training requirement extends to lab and pharmacy personnel with any direct responsibilities for the agent under review. These studies traditionally require **Institutional Biosafety Committee (IBC)** review.
- Research Involving Live or Dead Vertebrate Animals: This training requirement extends to Laboratory Animal handling personnel with any direct responsibilities for the laboratory animals under review. These studies traditionally require **Institutional Animal Care and Use Committee (IACUC)** review.

- **What is CITI Training?**

CITI is the approved collection of training modules used at the Kansas City University (KCU) and 100s of other institutions. It was founded by Dr. Karen Hansen at the Fred Hutchinson Cancer Research Institute and Dr. Paul Braunschweiger at the University of Miami.

It provides research ethics courses that consist of web-based educational modules which may contain a short quiz at the end to assess the learner's understanding of the content covered.

- **When do the modules have to be completed?**

All study personnel must complete the required modules ***before*** applying for IRB/IBC/IACUC review of a new study or continuing review of an existing study.

- **Which courses do researchers need to take?**

In order to determine the courses, the researcher needs to take, he/she must identify which group the research activity is under:

- Biomedical Investigators
- Social & Behavioral Research
- (Use of) Data or Specimens Only
- IRB Members
- IRB Chair

A. Required Courses

1. **Basic/Refresher Course:**

All researchers conducting activities subject to IRB review are required to complete a basic



course in human subjects' protection. The course chosen is most appropriate for the type of research being conducted and your study role. **Completion of the training must be renewed every two (2) years.**

2. Health Information Privacy and Security (HIPS):

The HIPS course provides educational materials suitable to meet training requirements of HIPAA when researchers are using/collecting protected health information in their research activities. Generally, this is required for any biomedical research activities with human subjects.

All researchers are required to complete the HIPS course every two years.

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

- Health Information Privacy and Security (HIPS) Course - Information for Clinicians
- Health Information Privacy and Security (HIPS) Course - Information for Investigators
- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
- Health Information Privacy and Security (HIPS) Course - Information for Fundraisers
- Health Information Privacy and Security (HIPS) Course - Information for Marketers
- Information Security - Basic Course
- Family Educational Rights and Privacy Act (FERPA)

3. Conflict of Interest (COI) Course:

All researchers (IRB/IBC/IACUC) are required to complete the CITI COI training course. **The COI training course must be repeated every two (4) years.** Updated training may be required if circumstances warrant (e.g., there is a significant change in policy requirements).

4. Biosafety/Biosecurity Basic Course:

Completion of the CITI Biosafety/Biosecurity course is required prior to submission of studies for Institutional Biosafety Committee (IBC) review. Training is required for the Principal Investigator and personnel with responsibility for the article(s) that require Institutional Biosafety Committee oversight (i.e., research involving recombinant or synthetic nucleic acid molecules and biohazards materials, agents and toxins). **The biosafety/biosecurity training should be completed every (2) years.**

B. Additional Courses



1. Shipping Regulated Biological Materials:

This course is made available as a courtesy for study personnel who package and ship diagnostic or clinical human and animal specimens, human and animal pathogens, and related regulated biohazards.

- **How do I access the courses?**

The CITI Courses can be accessed by following the steps below.

1. Go to <https://www.citiprogram.org/index.cfm?pageID=14®ion=1>
2. Click Register located at the top of the page



LOG IN

LOG IN THROUGH MY INSTITUTION

REGISTER

Username

[Forgot?](#)

Password

[Forgot?](#)

Log In

Need Help? [Support Center](#)



3. Enter **Kansas City University** in “Select Your Organization Affiliation”

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

Can't find your institution? It may use Single Sign On. Check here.

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

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

Continue To Step 2

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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.

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

I have confirmed that the course(s) that I will purchase as an Independent Learner are not available from an organizational subscriber to CITI Program with which I am affiliated. Note: CITI Program does not issue refunds for courses if you later determine that your organization provides access.

Continue As Independent Learner (Fees Apply)

4. Enter your Name, Email Address, User Name, Password, Security Question and Answer, and remaining questions and click submit.
5. Within the Main Menu, Click on the link for “Add a course” within “KCU Courses” to access the required and optional course options.
6. Select the required courses applicable to your research and study responsibilities

- Question 1 - for initial Human Subjects Research training:

Question 1

Select the group appropriate to your research activities.

- Biomedical Investigators:
- Social & Behavioral Research:
- Data or Specimens Only:
- IRB Members:
- IRB Chair

- Question 2 - for Human Subjects Research retraining:

Question 2

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

- Biomedical Investigators:
- Social & Behavioral Research:
- Data or Specimens Only:
- IRB Members:
- I have not previously completed an approved Basic Course.

o Question 3 - Animal Research Training:

Question 3

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- IACUC Community Member
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
Choose the appropriate species specific electives depending on your work or interests.
- I work with Mice. Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rats. Genus: Rattus
- I work with Non-Human Primates (NHP)
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on aseptic surgery is a must.
Species Specific Modules
- Working With Animals In Biomedical Research - Refresher Course
- Working with Zebrafish (Danio rerio) in Research Settings
- Working with Fish in Research Settings



- Question 4 - for Health Information Privacy and Security:

Question 4

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

- Health Information Privacy and Security (HIPS) Course - Information for Clinicians
- Health Information Privacy and Security (HIPS) Course - Information for Investigators
- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
- Health Information Privacy and Security (HIPS) Course - Information for Fundraisers
- Health Information Privacy and Security (HIPS) Course - Information for Marketers
- Information Security - Basic Course
- Family Educational Rights and Privacy Act (FERPA)

- Question 5 – Choose courses applicable to the type of research conducted

Question 5

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

- Lab Student Researchers
- Principal Investigators
- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training
- Not Applicable

- o Question 6 - for Responsible Conduct Of Research Training:

Question 6

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Responsible Conduct of Research for Administrators
- Animal Care RCR
- Data or Specimens Responsible Conduct of Research
- Not at this time.

- Question 7: Conflict Of Interest – ***It is Required to be completed by all research personnel***

Question 7

Would you like to take the Conflicts of Interest course?

This question is required. Choose one answer.

- Yes
- No

You must take more than one of the required courses if you are conducting multiple types of research (e.g., biomedical and social-behavioral).


7. Select any optional courses you wish to complete (Questions 3, 4, 8, 9 and 10 if applicable)

8. Click “Submit”

9. On the My Courses screen, click the name of the course you would like to begin. You do not need to complete the required modules in one session. You can log off at any time and your work will be saved.

Courses Ready to Begin


[Learner Tools](#)

Kansas City University [Apply Now](#) 

Data or Specimens Responsible Conduct of Research

Stage 1 - Basic


0 / 12 modules completed [Start Now](#)

Kansas City University [Not Earned](#) 

Occupational Health Administrator

Stage 1 - Basic Stage

0 / 11 modules completed [Start Now](#)

Kansas City University Not Eligible 


OSHA Personal Protective Equipment Training

Stage 1

0 / 1 modules completed [Start Now](#)


Completed Courses

[Learner Tools](#)

Kansas City University Not Eligible 

Animal Biosafety

Stage 1

[Post-Course Survey](#) 

Passed 08-Jul-2021 [Review Course](#) [View - Print - Share Record](#)

- **What do I do with the Completion Reports?**

- ❖ Print or download the completion report for your records.

- ❖ To upload completion reports to IRBNet:

1. Log in to IRBNet and click the “User Profile” link in the top right corner of the screen.
2. In the Training & Credentials section (at the bottom of the page), click “Add a New Training & Credentials Record”
3. Select the appropriate document type from the drop-down menu
4. In the “Effective Date” section, write the date the course was completed
5. Attach the completion report in the “File” section
6. Click “Attach”
7. Once you verify the document has been attached to your User Profile, click “submit”



8. Choose “KCU IRB, IBC, or IACUC Office” from the “Select a Board” section and click “Continue”
9. Click “Submit”. The appropriate Office will be notified as soon as your document is submitted.

- **What is involved in meeting the training requirement?**

To successfully complete a required module, review the content materials and take the short quiz, when applicable. You must achieve the minimum score, aggregated across all quizzes, to successfully complete a training course. If you do not achieve the passing score, you may review the materials and retake the quizzes until you pass.

- **What if I have completed the CITI Course at another institution?**

Your CITI basic course certificate may meet the KCU requirements, but you will likely be required to take KCU’s required courses. To verify whether your basic course meets KCU’s requirements, follow these steps:

1. Log in to CITI.
2. Go to “Courses” then select the link “View Courses “under the heading of your previous institution (Near the bottom of the page).
3. On the next screen, click the link "View – Print- Share Record"
4. Click the link "View / Print"
5. Save the report or copy the link
6. Send either the page or the link to irb@kansascity.edu.
7. The IRB, IACUC, or IBC Office will review the modules and determine whether the course meets KCU’s requirements.

If your previous CITI certificates from another institution do not meet all of KCU’s CITI requirements, you will need to affiliate with KCU on the CITI website to complete the required courses. The CITI website allows you to affiliate with multiple institutions. Affiliating with a new institution will not affect or delete your previous completion reports with a different institution.

If you have any questions or need assistance with the CITI training courses selection, please contact 816-654-7602 or the Office of Research Compliance dcanyon@kansascity.edu.