

**Department of the Navy
Human Research Protection Program
October 2007 E-Gram**

Passing the Paper Test - Documenting Your CITI Training

DON HRPP provides commands with access to web-based training, the Collaborative Institutional Training Initiative (CITI), to meet training requirements for responsible conduct of research and human research protections. Requirements are based on your role in research, in other words, your level of involvement, duties, and responsibilities.

Completing the training and obtaining the right documentation is necessary before you can be involved in research with human subjects. Training documentation is required to support a DoD Navy Assurance, for membership on an IRB, and for approval to conduct research.

What is acceptable documentation for completion of training?

The CITI-generated “Human Research Curriculum Completion Report” (CR) is the accepted/required document.

There are three things to look for in every CITI CR. First, the document must be the CITI-generated CR (Fig. 1) and not simply a list of completed modules or the learner’s *Grade Book*. Second, the listed institution must be “Department of Navy.” This is especially important for individuals who may be affiliated with other institutions and inadvertently submit the incorrect CR. Finally, the CR must reflect the correct ‘learner group’ for the individual’s role in human subject research. According to the CR shown in Figure 1, Nan Navy completed the training specified for the learner group, “Directors, Chairs, and Managers – SBR” (Social Behavioral track). *If Nan Navy were an investigator or IRB member, the CR in Figure 1 would not be acceptable.*

The DON HRPP Education Policy provides full descriptions of the learner groups and the corresponding modules. See <http://navymedicine.med.navy.mil/humanresearch/> under “Education and Training.”

Questions... call Dr. Smith, DON HRPP Education Coordinator, at (202) 762-0143, or e-mail DON HRPP: human.research@med.navy.mil

Figure 1 Completion Report for Nan Navy

CITI Collaborative Institutional Training Initiative
Human Research Curriculum Completion Report
Printed on Tuesday, October 2, 2007

Learner: Nan Navy (username: NanNavy)
Institution: Department of The Navy
Contact Information: Department: DON HRPP
Phone: 202-762-0143
Email: nn@
Directors, Chairs and Managers - SBR: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors, Division Directors and Program Officers. **Social & Behavioral Research Focus**

Stage 1. Basic Course Passed on 10/02/07 (Ref # 1318826)

Required Modules	Date completed
Belmont Report and CITI Course Introduction	10/02/07
Department of The Navy Introduction	10/02/07
History and Ethical Principles - SBR	10/02/07
Defining Research with Human Subjects - SBR	10/02/07
Assessing Risk in Social and Behavioral Sciences - SBR	10/02/07
Privacy and Confidentiality - SBR	10/02/07
Records-Based Research	10/02/07
Research With Protected Populations - Vulnerable Subjects: An Overview	10/02/07
Group Harms: Research With Culturally or Medically Vulnerable Groups	10/02/07
Conflicts of Interest in Research Involving Human Subjects	10/02/07
Department of the Navy HRPP Module	10/02/07
Department of The Navy - Information and References	10/02/07

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI participating institution. Falsified information and unauthorized use of the CITI course site is unethical, and may be considered scientific misconduct by your institution.

Paul Braunschweiger Ph.D.
Professor, University of Miami
Director Office of Research Education
CITI Course Coordinator

Note: Learners will not be able to print a completion report unless all module quiz scores are 80% or better. Quizzes may be retaken to improve scores. Not all modules have quizzes.