

## NMCP Collaborative Institutional Training Initiative (CITI) Instructions and Requirements

These instructions are current as of 27 February 2012 and reference the Department of the Navy Human Research Protection Program (DON HRPP) Training and Education Guidance dated 15 April 2011.

The Department of the Navy requires all personnel who conduct, review, approve, support, manage, or oversee DON-supported human subject research to complete initial and continuing research ethics training appropriate to their roles and responsibilities. To this end, DON CITI training must be documented for all individuals who are members of the research team for a protocol reviewed and approved by the NMCP IRB

Please review the attached file, DON HRPP Training Education Guidance-15 Apr 2011.pdf, to review the DON education policy.

NMCP has been advised by the DON HRPP Training and Education Coordinator to only accept Department of the Navy, Biomedical CITI training.

Most personnel involved with research will fall in to the roles of Principal Investigator, Associate Investigator, Research Monitor, or Sub-Investigator. Such users will complete the "Investigators and Key Research Personnel-Biomedical" basic and refresher courses. IRB members complete more comprehensive training specific to their responsibility as protocol reviewers, and take the "IRB Chairs, Vice Chairs, and Members" basic and refresher courses. Research Coordinators, Research Assistants, and Clinical Research Support Personnel should complete the "Research Coordinators or Administrators" basic and refresher courses.

Which module a user should complete is based on their role in the project. If the user is the PI, then they would take the "Investigators and Key Research Personnel – Biomedical" basic course. If the user is an IRB Member, then they would take the "IRB Chairs, Vice Chairs, and Members" course. If the user has more than one role, then they may use documentation of the more comprehensive training when submitting a protocol for review. For example, a PI who is also an IRB member may submit the certificate for "IRB Chairs, Vice Chairs, and Members" in place of "Investigators and Key Research Personnel – Biomedical".

Other courses available through CITI, such as the "Good Clinical Practice (GCP)", "Responsible Conduct of Research (RCR)", and "IRB Reference Resource" are great opportunities for further learning, but are optional ONLY and do not satisfy the training requirements established by DON HRPP.

The basic courses expire after 3 years. Upon expiration, the user should complete the appropriate refresher course for their role of involvement. Refresher courses also expire after 3 years. When the user's refresher training expires, they will again complete the basic course; and so on, alternating between the two modules every 3 years.

For investigators who submit protocols to IACUC for review, CITI requirements are specific to work with animals.

Investigators must complete "Working with the IACUC" and "Working with [specific species]". IACUC Members must complete "Essentials for IACUC Members".

Animal courses do not expire, and no refresher training has been established by DON HRPP at this time. .

Please note that the CITI web page is not controlled by CID and may be updated periodically without notice.

Follow the instructions below to go online and take your training.

Upon completion of your training, print your certificate and fax or email it to:

Melvina Queen  
NMCP CITI Training Coordinator  
Phone: (757) 953-7996  
Fax: (757) 953-5298  
[Melvina.Queen@med.navy.mil](mailto:Melvina.Queen@med.navy.mil)

If you have trouble or note any changes to the NMCP instructions for accessing CITI, please contact Melvina Queen.

## **Directions for Starting CITI:**

Go to: [www.citiprogram.org](http://www.citiprogram.org)

1. "Welcome" screen: Click on "New Users Register Here" (it is in red and underlined). [If you have previously registered with CITI, log in using your existing Username/password. You will then skip to #6 to update your Learner Group to complete the basic/refresher course.]
2. "Select Your Institution or organization" screen:  
  
Participating Institutions: From the drop-down menu select "Department of the Navy",
3. Completed the next two sections "Create User Name and Password", "Enter your name", and "Enter your email address", then Submit.
4. Continue registration on new screen:
  - Complete all the required information – marked with \*
  - For "Your Command," select "Department of the Navy Human Research Protection Program"
  - Complete remaining fields and Click on 'Submit'
5. "Member Information-Department of the Navy" screen  
  
Select your appropriate role in research from the drop down list and click "submit".
6. "Select Curriculum- Department of the Navy"  
Here you should select the first option for conducting human research. Only select "studies with laboratory animals" if you will be submitting research to the IACUC.
7. "Research Focus" screen  
  
All submissions to the NMCP Biomedical Institutional Review Boards (IRBs) should select Biomedical. Only Biomedical will be accepted as the IRB is a biomedical board. Social and Behavioral modules are included in the Biomedical training.
8. "Select Curriculum (Role in Research)" screen  
  
Most investigators will select module #3 Investigators and Key Research Personnel.  
  
Click on 'Next Question'  
  
The following questions on Good Clinical Practice, Responsible Conduct of Research, and IRB Reference Resource will be optional. You can either choose "No, not at this time" or select the optional course to complete and increase the amount of modules in your training. Please note that you can readjust your curriculum at anytime and add these courses to your training.
9. "Affiliate with Another Institution" screen  
  
Choose "no" to indicate that you do not wish to affiliate with another institution. You can always affiliate with another institution at a later time from the "Learner's menu".
10. "Learners Menu" screen  
  
Click "Enter" to begin your courses.
11. "Grade book" screen.
  - Complete each module and take the quiz
  - After completing all the modules return to the "Learners Menu" to view and print your Completion Report.