NAU CITI
Basic Human Subjects Training

Guidance for establishing your account and selecting the Basic HSR curriculum
Go to the CITI website

Website: https://www.citiprogram.org/

Research Ethics and Compliance Training

Bioethics
Gain a contemporary understanding about major bioethics concepts, principles, and issues.

Revised Common Rule
Review the Final Rule updates to the Common Rule with this comprehensive course.

Research Study Design
Discover how to improve study design, collect and analyze data, and promote reproducible research.

CRC Foundations & CRC Advanced
Expand your knowledge base through foundational and advanced training.
Register

Click “Register” to begin the sign-up process.

Research Ethics and Compliance Training

Bioethics
Gain a contemporary understanding about major bioethics concepts, principles, and issues.

Revised Common Rule
Review the Final Rule updates to the Common Rule with this comprehensive course.

Research Study Design
Discover how to improve study design, collect and analyze data, and promote reproducible research.

CRC Foundations & CRC Advanced
Expand your knowledge base through foundational and advanced training.
Affiliate with NAU

Search: “Northern Arizona University” in the text box. Proceed to Step 2 after agreeing to the Terms of Service.
Personal Information

Complete fields as directed and proceed to step 3.

CITI - Learner Registration - Northern Arizona University

Steps: 1 2 3 4 5 6 7

**Personal Information**

* Indicates a required field.

**First Name**
Ima

**Last Name**
Researcher

**Email Address**
ima.researcher@nau.edu

**Verify email address**
ima.researcher@nau.edu

We urge you to provide a second email address, if you have one. In case messages are blocked or you lose the ability to access the first one, if you forget your username or password, you can recover that information using either email address.

**Secondary email address**

**Verify secondary email address**

Continue to Step 3
Username Creation

Select a username and password according to the guidelines.
Select a security question and proceed to step 4.
Complete these optional questions if you choose, and proceed to step 5.

### Gender, Ethnicity and Race

- **Why does CITI Program ask about your gender, race and ethnicity?**
- **Why does CITI Program use these categories?**
  *
  * indicates a required field.

#### I identify my Gender as:
- Female
- Male
- Transgender or Other
- Prefer not to answer

#### I identify my Ethnicity as:
- Hispanic or Latino
- Not Hispanic or Latino
- Prefer not to answer

#### I identify my Race as: (you may select more than one)
- American Indian or Alaska Native
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
Optional CEU Credit

If you are not seeking Continuing Education Unit (CEU) credits for CITI course completion, answer No to these questions and continue to step 6.

(Note: It is rare to seek CEU credit for these courses, and you are responsible for any CEU related costs that are not covered by NAU.)
Add NAU-requested information

Complete all fields, including your language preference, NAU email, gender, highest degree obtained, and so on.

For the Role in Research field, you are most likely a “principal investigator,” “coinvestigator,” or “student researcher.”
(Only NAU IRB board members should select “IRB Member.”)

For the Which course do you plan to take? field, select the “Basic Human Subjects” course appropriate to your area of study.
Learner Registration

Check “Yes, In conduct research with live human beings, human samples, or data derived from human beings,” even if you are not conducting the research yourself. Select Next.
Have you previously completed the course?

If you have not previously completed the CITI Basic Human Subjects course, select:
“No, I have not completed the Basic Course…”

If you have completed the course but your training is out-of-date, choose:
“Yes, I have completed the CITI Basic Course previously…” to access the Basic Human Subjects Refresher Course.
Learner Group

Select the Learner Group that best describes your area of study and your research.

(Health & Human Services or Social & Behavioral Research).

Do not click on Group 4, “IRB members,” unless you are have been appointed to serve on the Institutional Review Board.
Finalize Registration

Your registration with NAU is complete! Click “Finalize registration” to proceed.

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Northern Arizona University is complete.

Finalize registration
Under “Course”, you’ll see a list of training modules that need completion. Click on the course link to begin your training!
Integrity Assurance Statement

Before you can begin a course, the **Integrity Assurance Statement** must be completed.

To pass this course you must:
- Complete all 11 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course’s module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course
After the **Integrity Assurance Statement** is completed, you will be returned to a list of required modules in the course.

The modules should be completed in order, and the first will be highlighted in blue. A score of **80% or better** for the course is considered passing.

Subsequent modules become available as the preceding one is completed.
Supplemental Modules

Optional CITI training modules are offered that provide more in-depth training on specific research topics, such as international research, research with prisoners, and internet research.

You are welcome to complete any optional modules that interest you.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Already Taken?</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont Report and CITI Course Introduction (ID: 1127)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Students in Research (ID: 1321)</td>
<td>Optional</td>
<td>01/14/16  4/5 (80%)</td>
</tr>
<tr>
<td>The Federal Regulations - SBE (ID: 502)</td>
<td>Optional</td>
<td>01/14/16  4/5 (80%)</td>
</tr>
<tr>
<td>Assessing Risk - SBE (ID: 503)</td>
<td>Optional</td>
<td>01/14/16  5/5 (100%)</td>
</tr>
<tr>
<td>Informed Consent - SBE (ID: 504)</td>
<td>Optional</td>
<td>01/14/16  5/5 (100%)</td>
</tr>
<tr>
<td>Privacy and Confidentiality - SBE (ID: 505)</td>
<td>Optional</td>
<td>01/14/16  5/5 (100%)</td>
</tr>
<tr>
<td>Research with Prisoners - SBE (ID: 506)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Research with Children - SBE (ID: 507)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Research in Public Elementary and Secondary Schools - SBE (ID: 508)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>International Research - SBE (ID: 509)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>International Studies (ID: 971)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Internet-Based Research - SBE (ID: 510)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Conflicts of Interest in Research Involving Human Subjects (ID: 488)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Native American Research by University of Arizona (ID: 12412)</td>
<td>Optional</td>
<td>--</td>
</tr>
</tbody>
</table>
Once you have passed the required course, your Status information will be updated with the date of completion. This is the CITI training date you should enter on the List of Project Personnel form.

*Note: As of 2019 training is valid for a period of four years before the course must be renewed.

### Northern Arizona University Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; Behavioral Research</td>
<td>Passed 08/04/2015</td>
<td>View/Print Share</td>
<td>Post-course evaluation</td>
</tr>
</tbody>
</table>

**My Learner Tools for Northern Arizona University**

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

› Click here to affiliate with another institution

› Affiliate as an Independent Learner
• The IRB no longer requires you to submit your CITI completion report with your application unless you are affiliated with another institution. The information you provide on the List of Project Personnel will be checked by the IRB office.
• It is recommended that you print or save your CITI training completion report for your records.
• You can log back into CITI to:
  o Take unfinished modules or add courses
  o Access your completion reports
  o Add or change your institutional affiliation