



TRAINING REQUIREMENTS FOR RESEARCH INVOLVING HUMAN SUBJECTS

Biomedical

REQUIREMENTS FOR PARTICIPATION IN HUMAN SUBJECT RESEARCH

1. Submit a current Financial Conflict of Interest Disclosure
 - <http://www.creighton.edu/researchservices/rco/coi/coidisclosure/>
2. Complete the three required online courses
 - CITI Group 1 – Biomedical Basic Course for the Protection of Human Subjects in Research Course
 - CITI Health Information Privacy and Security (HIPS) Course
 - CITI Biomedical Responsible Conduct of Research (RCR) Course

FINANCIAL CONFLICT OF INTEREST DISCLOSURE

To access the Financial Conflict of Interest Disclosure go to:

<http://www.creighton.edu/researchservices/rco/coi/coidisclosure/>

For questions, call the Research Compliance Education Office at 402-280-2680 or researchcomped@creighton.edu

The screenshot shows a web browser window with the URL www.creighton.edu/researchservices/rco/coi/coidisclosure/. The page header includes navigation links: Staff Directory, A-Z Index, Campus Map, CEmail, Donate Now, and Blueline. The Creighton University logo and "Research Services" are prominently displayed. A breadcrumb trail reads: Creighton University > Research Services > Research Compliance Office > Conflict of Interest > COI Disclosure.

On the left, a "RESEARCH SERVICES" menu lists various options, with "COI Disclosure" highlighted. The main content area features a form titled "Disclosure of Financial Relationship for Sponsored Projects (08/24/2014-08/23/2015)". A legend indicates that an asterisk (*) denotes a required field. The form includes the following fields:

- NetID (if available): [text input]
- Name: [text input] *
- Department: [text input] *
- Email: [text input] *
- Phone: [text input]
- Date: Jun 24 2015 (dropdown menus)

Below these fields, a section titled "Please check the appropriate boxes (check all that apply):" contains several checkboxes:

- Creighton Faculty/Staff
- Graduate Student
- Undergrad Student
- Other
- Annual Disclosure
- Initial Disclosure
- Investigator
- Committee Member
- Co-Investigator
- PHS-funded
- Update

CREATING YOUR NEW CITI ACCOUNT

WWW.CITIPROGRAM.ORG

The screenshot shows the CITI Program website interface. At the top left, there is a language selector for "USA - English" and a text size option "A A". To the right are links for "Log In | Register | Help". The main header features the "CITI PROGRAM" logo and the text "Collaborative Institutional Training Initiative at the University of Miami", along with a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links: "Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us". The main content area is split into two columns. The left column features a banner for the "4th World Conference On Research Integrity" with the subtitle "Research Rewards and Integrity: Improving Systems to Promote Responsible Research" and dates "May 31-June 3, 2015". The banner includes a logo for the conference and a photo of Rio de Janeiro, Brazil. Below the banner, it states "Over 7.4 million CITI Program courses have been completed since 2000". The right column contains a login form with fields for "Username" and "Password", a "Log In" button, and a link for "Forgot Username or Password?". Below the login form is a section for "Log in through my institution" with a "Log in via SSO" button. At the bottom of the right column is a "Create an account" section with a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." At the bottom left, there is a "CITI Program Announcements" section with links to "Visit CITI Program's Online Bookstore", "New Export Compliance (EC) Course", "New Institutional Conflicts of Interest (ICOI) Module", and "New Disaster Planning for the Research Enterprise (DPRF) Course". At the bottom right, there is a "Help & Support" section with links for "How do I register?", "Merge duplicate accounts", and "I forgot my Username or Password".

- Create a NEW account with CITI.
- Log onto the CITI website by going to www.citiprogram.org.
- Click “[Register](#)” to go to the registration page. Only create a new account if this is the first time you will ever complete CITI course(s).

USA - English



Text Size: A A

[Log In](#) | [Register](#) | [Help](#)



Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base



[Home](#) | [About Us](#) | [Courses](#) | [Become a Subscriber](#) | [CE Credits](#) | [News and Events](#) | [Contact Us](#)

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.](#)

Drop-down lists have been replaced by this single search box. 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.

[Continue to Step 2](#)

[Search Again](#)

Search for Creighton University to select your Organization Affiliation.

Continue to Step 2.

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

Continue to Step 3

You will enter your name and your primary email address. Please use your personal email address in this field so you will have access to your CITI account if you

A secondary email address is a good idea, but not required.

Continue to Step 3.

CITI - Learner Registration - Creighton University

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

[Continue to Step 4](#)

You will create your CITI username on this page, password and security questions and answer.

Continue to Step 4.

Steps: 1 2 3 **4** 5 6 7

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 [?](#)
- White [?](#)
- Prefer not to answer

[Continue to Step 5](#)

CITI asks gender/ethnicity/race questions. If you would prefer not to answer, select “Prefer not to answer”.

Continue to Step 5

Please provide the following information requested by Creighton University

* indicates a required field.

Language Preference

* Institutional email address

Please enter your Creighton University email address.

* Confirm Institutional email address

* Gender

* Highest degree

Employee Number

* Department


* What is your role in research?

Address Field 1

On this page CITI is asking for information about you. Please note that you are only required to complete the questions with the red (*) asterisk; the remaining are optional.

For the institutional email address, please use your personal email assigned to you by Creighton University or your employer.

TO SELECT THE CITI COURSES THAT YOU WILL NEED TO COMPLETE, PLEASE SELECT THE OPTIONS AS SHOWN BELOW



Collaborative Institutional Training Initiative
at the University of Miami

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#) | [Admin](#)

[Main Menu](#) > [Manage My Institution](#) > [View/Edit Institution OR Member Information](#)



Select Curriculum - Creighton University

[Back](#)

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

*** *PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.**

» Choose all that apply

- I will be involved in research with **human subjects (IRB)**. 
- I am involved in clinical research and am listed on an FDA Form 1572, add the **Good Clinical Practice (GCP) Course** to my courses.
- I will be involved in research or teaching activities that utilize **live animal subjects (IACUC)**.
- I am involved in research (including **IRB, IACUC and/or IBC** projects), I am required to complete RCR training as a class assignment and/or I am listed on a **PHS** funded project, I need to complete a course in the **Responsible Conduct of Research (RCR)**. 
- I am listed on an **IBC** project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more **Biosafety Courses**.
- I am listed on a **PHS** funded project or I have disclosed a potential conflict of interest on my financial conflict of interest disclosure; I need to complete the **Conflict of Interest Course (COI)**.

[Next »](#)



Select Curriculum - Creighton University

[Back](#)

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

You will be participating

» Choose one answer

- I have never completed the Basic Course in the Protection of Human Subjects in Research through Creighton University's affiliation with the CITI Program. I need to complete the Basic Course.
- I have completed the CITI Basic Course through Creighton University within the last 3 years.
- Chart Review.** I am only doing a retrospective chart review.

PLEASE NOTE: Before you choose the Refresher Course make sure this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course you will be required to go back and complete the Basic Course. If you have any questions please contact the Creighton University Research Compliance Education Office. (402-280-2680).

[Next »](#)



Select Curriculum - Creighton University (311)

* indicates a required field.

If you will be involved with Human Subjects Research, what is your research focus?

Choose one answer

- I will be conducting **Biomedical Research**.
- I will be conducting **Social/Behavioral Research**.
- I will be conducting **Social/Behavioral Research** and I am required to have **HIPAA training**.
- My training needs to be RENEWED. I need to complete the **Group 1 – Biomedical Refresher Course**.
- My training needs to be RENEWED. I need to complete the **Group 2 – Social/Behavioral Refresher Course**.






Select Curriculum - Creighton University (311)

* indicates a required field.

You need to complete a Responsible Conduct of Research Course.

Choose one answer

- 
- I am participating in biomedical research and need the **Biomedical Responsible Conduct of Research Course**.
 - I am participating in social and behavioral research and need the **Social and Behavioral Responsible Conduct of Research Course**.
 - I am participating in work and/or research in one of the physical sciences and need the **Physical Sciences Responsible Conduct of Research Course**.
 - I am participating in research in one of the humanities and need the **Humanities Responsible Conduct of Research Course**.
 - I completed a **Responsible Conduct of Research** Basic course within the last three years through Creighton University. I need to RENEW my training by completing the **Responsible Conduct of Research** Refresh course.

[Next](#)

[Start Over](#)



Main Menu

▼ Creighton University Courses

Course	Status	Completion Report	Survey
Biomedical Responsible Conduct of Research Course	Not Started	Not Earned	
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators	Not Started	Not Earned	
Group 1 Graduate Students, Faculty and staff conducting BIOMEDICAL RESEARCH	Not Started	Not Earned	

My Learner Tools for Creighton University

- ➊ Add a Course or Update Learner Groups
- ➋ View Previously Completed Coursework
- ➌ Update Institution Profile
- ➍ View Instructions page
- ➎ Remove Affiliation

▶ [Click here to affiliate with another institution](#)

▶ [Affiliate as an Independent Learner](#)

THE COURSE NAME IS THE LINK TO THE COURSE.

TRAINING REQUIREMENTS

HAVE YOU COMPLETED ALL THREE REQUIREMENTS?

Do you have an email confirming your Financial Conflict of Interest Disclosure has been submitted?

Have you completed the three CITI BASIC courses and do you have copies of the three CITI completion reports for the three courses?

IF YOU ARE MISSING ANYONE OF THESE, YOU ARE NOT FINISHED



IF YOU HAVE ANY QUESTIONS REGARDING
THE IRB TRAINING REQUIREMENTS
PLEASE CONTACT

Research Compliance Education Coordinator
402-280-2680 (Office)

researchcomped@creighton.edu



IF YOU ARE GOING TO BE PARTICIPATING IN A HUMAN SUBJECTS RESEARCH PROJECT REQUIRING IRB REVIEW

- You must have an IRBNet User Profile. If you have never registered as a user with IRBNet, you must create your IRBNet User Profile.
- **PLEASE DO NOT CREATE A NEW USER PROFILE IF YOU HAVE PREVIOUSLY CREATED ONE!** If you are not sure whether or not you have an IRBNet account, please contact the IRB Office at 402-280-2126 or IRB@creighton.edu





NOTES FOR RESEARCHERS AND STUDY COORDINATORS:
REGISTERING, MANAGING TRAINING & CREDENTIALS

To set up your USER PROFILE in IRBNet:

- Go to the instructions on the on the IRB website at:

<http://www.creighton.edu/researchservices/rcocommittees/irb/irbnet/>

- Scroll down to the link titled “IRBNet Registration Instructions” and select.

CHECK LIST FOR IRBNET USER PROFILE

HAVE YOU COMPLETED THE FOLLOW?

- Have you verified your IRBNet User Profile? *(This is done by clicking on the link in the email you received from IRBNet after registering.)*
- Have you linked your CITI training to your IRBNet User Profile by selecting “Add an External Account”. You will need your CITI member ID#?
- Have you verified that you want your CITI training linked to your IRBNet User Profile? *(This is done by clicking on the link in the email you received from IRBNet after entering your CITI Member ID#.)*
- You will not see your CITI training on your IRBNet profile until the following morning after you have verified the link.

CHECK LIST FOR IRBNET USER PROFILE

HAVE YOU COMPLETED THE FOLLOW?

- DO NOT UPLOAD YOUR CITI COMPLETION REPORTS. Training must be loaded by CITI.
- YOU WILL NEED TO SUBMIT THE FOLLOWING TO THE IRB THROUGH YOUR IRBNET USER PROFILE:
 1. You should have received a confirmation email when you submitted your financial conflict of interest disclosure. You **MUST** upload the confirmation to your IRBNet User Profile and submit.
 2. If you have a CV and/or a Professional License, please upload to your user profile and submit.

IF YOU HAVE ANY QUESTIONS REGARDING
THE IRBNET
PLEASE CONTACT

IRB Office
402-280-2126 (Office)
irb@creighton.edu

