

TRAINING  
REQUIREMENTS  
FOR  
RESEARCH  
INVOLVING  
HUMAN  
SUBJECTS

BIOMEDICAL

Creighton  
UNIVERSITY

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Office of the Provost  
Research Compliance

# FINANCIAL CONFLICT OF INTEREST (FCOI) DISCLOSURE

## Do You Need to Submit?

You are required to submit an FCOI Disclosure **ONLY** if you meet the following criteria:

- Anyone involved in the design, conduct, or reporting of a **funded** research project including Creighton Faculty, Graduate/Professional Students, and Support Staff.
- Any outside Investigators who conduct **funded** research under Creighton University review (ie. IRB or IACUC) including any subrecipients of research funding through Creighton University except CHI investigators who have an annual disclosure on file through CHI.
- All members of a Research Compliance committee (i.e. IRB, IACUC etc.)

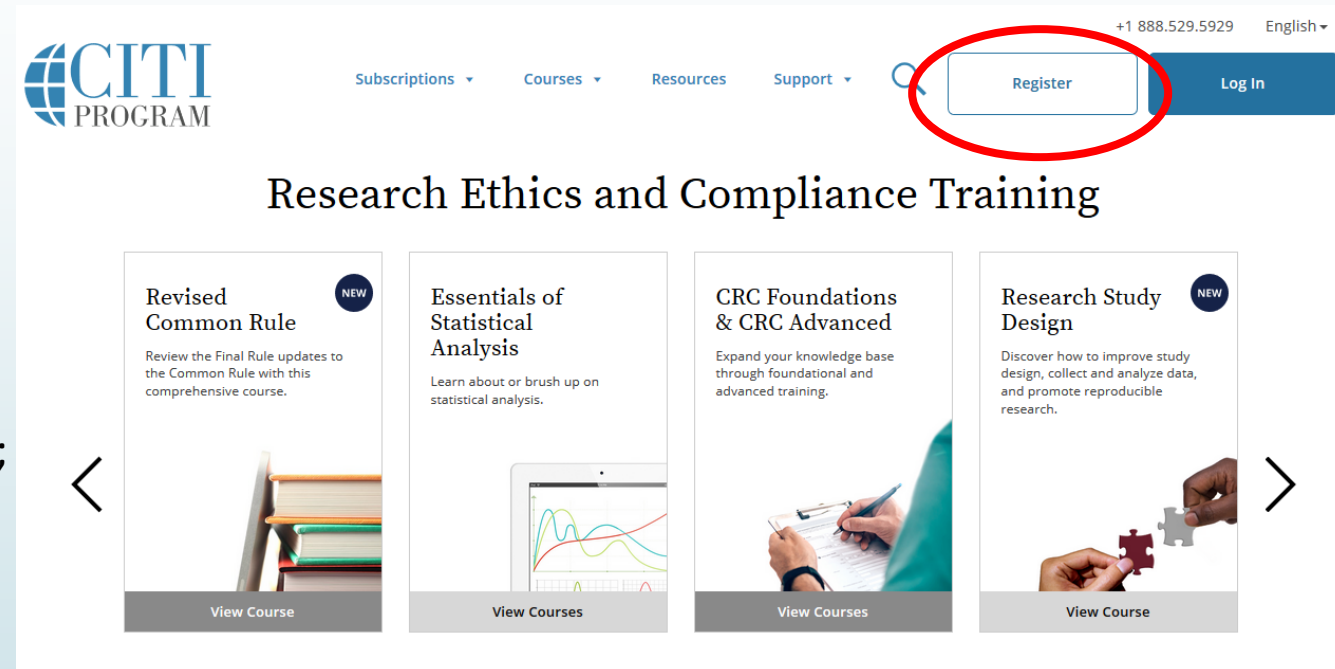
**IF YOU ARE UNCERTAIN IF THE PROJECT YOU WILL BE WORKING ON IS FUNDED ASK YOUR PRINCIPAL INVESTIGATOR OR AN IRB ADMINISTRATOR.**

[Click HERE to Submit Your FCOI Disclosure](#)

# CREATING YOUR NEW CITI ACCOUNT

[WWW.CITIPROGRAM.ORG](http://WWW.CITIPROGRAM.ORG)

- Create a NEW account with CITI.
- Log onto the CITI website by going to [www.citiprogram.org](http://www.citiprogram.org).
- Click “Register” to go to the registration page.
- Do not create a new account if you already have one; please contact [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu) if you cannot remember your username or need your password reset.



The screenshot shows the CITI PROGRAM website. The top navigation bar includes the CITI PROGRAM logo, a search icon, and links for Subscriptions, Courses, Resources, and Support. A phone number (+1 888.529.5929) and a language selector (English) are also present. The 'Register' button is highlighted with a red circle. Below the navigation bar, the main heading is 'Research Ethics and Compliance Training'. There are four course cards displayed in a carousel:

- Revised Common Rule** (NEW): Review the Final Rule updates to the Common Rule with this comprehensive course. View Course
- Essentials of Statistical Analysis**: Learn about or brush up on statistical analysis. View Courses
- CRC Foundations & CRC Advanced**: Expand your knowledge base through foundational and advanced training. View Courses
- Research Study Design** (NEW): Discover how to improve study design, collect and analyze data, and promote reproducible research. View Course

# Step 1: Select Creighton University as your organization affiliation.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

## CITI - Learner Registration

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

### Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨

———— or ————

### Independent Learner Registration

Use this option if you are paying for your courses. 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](#) and [Privacy Policy](#) for accessing CITI Program materials.

[Need Help? Support Center](#)

## Personal Information

\* indicates a required field.

\* First Name

\* Last Name

\* Email Address

\* Verify email address

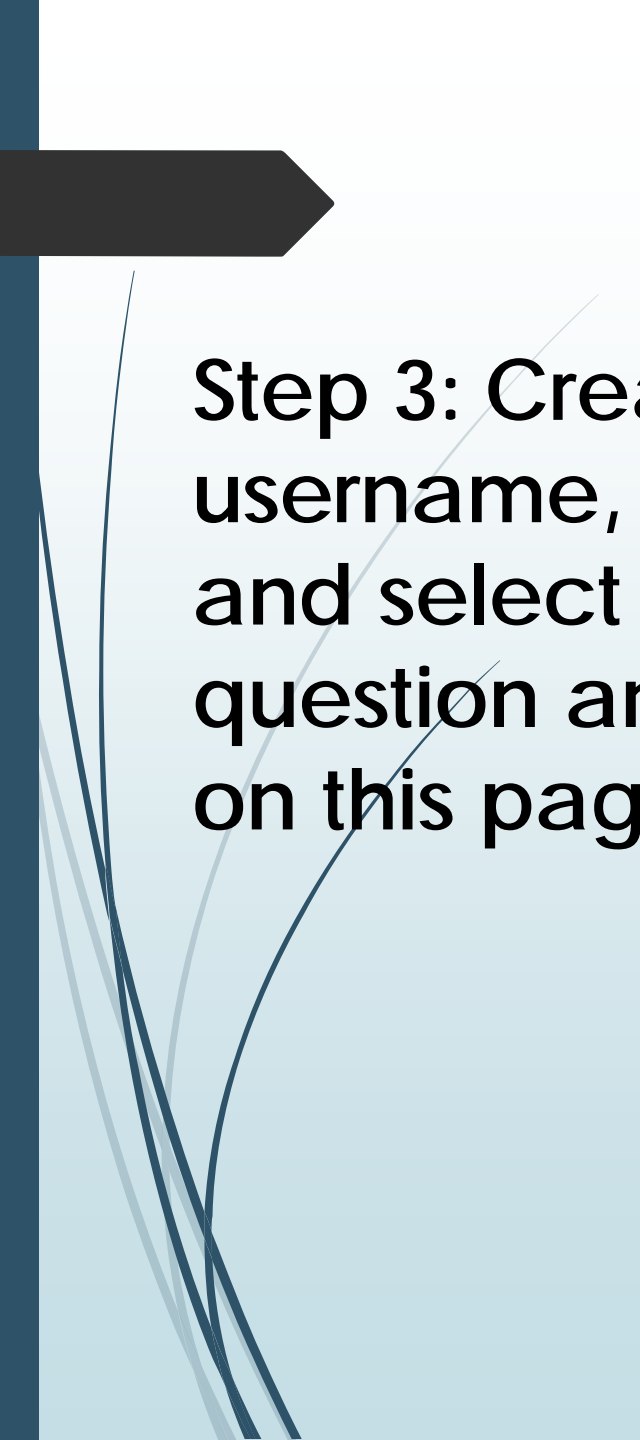
We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

**Step 2: Enter your name and your primary email address.**

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



# Step 3: Create your CITI username, password, and select security question and answer, on this page.

## 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

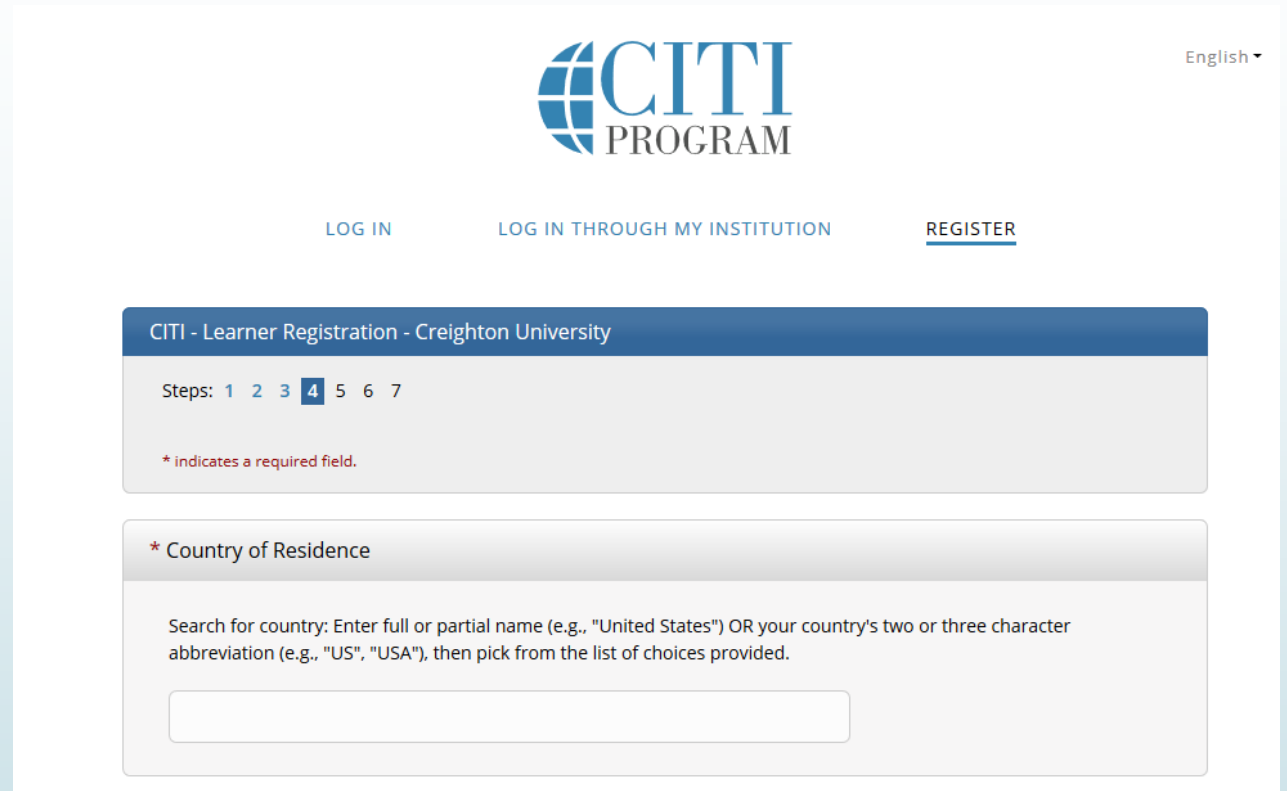
\* Verify Password

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

## Step 4: Search for and select your country of residence.



The screenshot shows the CITI PROGRAM registration interface. At the top right, there is a language dropdown menu set to "English". Below the logo, there are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". A blue header bar indicates the current page is "CITI - Learner Registration - Creighton University". Below this, a progress indicator shows seven steps, with step 4 highlighted. A red asterisk indicates a required field. The main section is titled "\* Country of Residence" and contains instructions: "Search for country: Enter full or partial name (e.g., 'United States') OR your country's two or three character abbreviation (e.g., 'US', 'USA'), then pick from the list of choices provided." Below the text is a white input field.

English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)


CITI - Learner Registration - Creighton University

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

\* indicates a required field.

\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.



# Step 5: Answer these questions related to Continuing Education Credits and CITI related information.

Note: you do not need CEU's to complete the required CITI training for research.

\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

\* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

- Yes
- No
- Not sure. Ask me later

\* Can CITI Program contact you at a later date with marketing information? ⓘ

- Yes
- No

**Step 6:  
Complete all  
required fields.  
CITI does give  
the option of  
“Prefer not to  
answer”.**

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

Address Field 2

Address Field 3

City

State


Zip/Postal Code

Country

\* Office Phone

Home Phone

\* NetID



**Step 7: Select the CITI courses that you will need to complete, select the options as shown below**

#### CITI - Learner Registration


Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* \*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 will be involved in research or teaching activities that utilize live animal subjects (IACUC).
- 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 one or more of the following and required to complete (RCR) CITI Responsible Conduct of Research Course; I have a class assignment to complete training and/ or I am involved in a research project.
- I am one or more of the following and required to complete CITI (COI) Conflict of Interest. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.
- I am required to complete Essentials of Research Administration
- I have previously completed CITI Training and need to select individual courses .



Select "I will be conducting BIOMEDICAL RESEARCH"

You will be participating

Choose one answer

- 
- I will be conducting BIOMEDICAL RESEARCH
  - I will be conducting SOCIAL & BEHAVIORIAL RESEARCH

Next »

# Select "Option 1"

Select Curriculum - Creighton University (ID: 311)

\* indicates a required field.

Make the appropriate selection below for Biomedical Research:

Choose one answer

- I am considered one or more of the following; Investigator / Intern / Resident/ Fellow/ Research Personnel / Coordinator / Faculty Mentor / Graduate Student who will be involved in research in human subjects
- IRB Member
- Undergraduate student who will be involved in research in human subjects.
- Statistician who will be involved with research in human subjects that will work with identifiable data.
- I am regulatory personnel who manages IRB correspondence only
- I have previously completed CITI Training and need to select individual courses

# Select the applicable answer for your situation

## Select Curriculum - Creighton University (ID: 311)

\* indicates a required field.

### Additional Training required if applicable for Biomedical Research:

Choose all that apply

- Are you a CHI employee or conducting research at a CHI facility?
- Are you listed on a clinical research project that is a federally funded clinical trial?
- Are you listed on a clinical research project that has FDA oversight?
- Do you have a Conflict of interest (COI) Management Plan with Creighton University?
- Not Applicable

**Required Training for Conducting Human Subject Research for all faculty, staff and students at Creighton University and CHI Personnel**  
 These requirements include all researchers listed on a project reviewed by the Creighton University IRB; Biomedical and Social Behavioral (Research requiring review at a convened meeting, expedited, exempt or external review).

All courses except the NIH FCOI tutorial can be found on the CITI website: [www.citiprogram.org](http://www.citiprogram.org)

Minimal required training and documents	Biomedical				Social & Behavioral	
	CITI Group 1 Basic Course	CITI HIPS Course	CITI RCR Course	CV and License *if applicable	CITI Group 2 Basic Course	CITI RCR Course
Investigators/Intern / Resident/ Fellow/ Research Personnel /Coordinators/Faculty Mentors/ Graduate Students	√	√	√	√	√	√
IRB Members	√	√	√	√	√	√
Undergraduate Students	√	√	√	√	√	√
Statisticians (if working with identifiable data)	√	√	√	√	√	√
Regulatory Personnel who manage IRB correspondence only	√	√	√	√	√	√
Using a Humanitarian Use Device (HUD)				No training is required		
Consultants				No training is required		No training is required

*If Applicable - ADDITIONAL TRAINING REQUIRED	Biomedical		Training Course Key		Required Course Renewal and document update
Investigators / Personnel	CITI GCP Course	CITI COI Course	Group 1 / 2 Basic Course	Group 1: Biomedical Research Group 2: Social Behavioral	3 years
If you are a CHI employee or conducting research at a CHI facility	√		<b>CITI – RCR</b>	Responsible Conduct of Research	4 years
Listed on a project that is a federally funded clinical trial	√	√	<b>CITI – HIPS</b>	Health Information Privacy and Security	3 years
Listed on a clinical research project that has FDA oversight	√		<b>CITI – GCP</b>	Good Clinical Practice	3 years
If you have a Conflict of Interest (COI) Management Plan with Creighton University		√	<b>CITI – COI</b>	Conflict of Interest	4 years
			<b>CV</b>	Curriculum Vitae	2 years
			<b>NIH – FCOI Tutorial</b>	National Institutes of Health (NIH) Conflict of Interest	Initial completion only
			<b>NIH Funded Only ADDITIONAL TRAINING REQUIRED</b>		
			If listed on a NIH federally funded project all individuals must complete NIH – FCOI Tutorial found at <a href="http://www.creighton.edu/researchservices/rcr/coi/nihcoi/">http://www.creighton.edu/researchservices/rcr/coi/nihcoi/</a>		

### Creighton University: (FCOI) Financial Conflict of Interest Disclosure

You are required to submit a FCOI Disclosure if you meet the following criteria:

- Anyone involved in the design, conduct, or reporting of a funded research project including Creighton Faculty, Graduate/Professional Students, and Support Staff.
- Any outside Investigators who conduct funded research under Creighton University review (ie. IRB or IACUC) including any subrecipients of research funding through Creighton University except CHI investigators who have an annual disclosure on file through CHI



At least the 3 courses listed below will appear for you to complete.

#### Curricula Information

Course	Stage	CR #	Status	View
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators	Basic Course	27295908	Not Started	<a href="#">Gradebook</a>
CITI Responsible Conduct of Research Course	Basic Course	27295907	Not Started	<a href="#">Gradebook</a>
Group 1: Biomedical Research	Basic Course	27295906	Not Started	<a href="#">Gradebook</a>



# FINAL CHECK

## HAVE YOU COMPLETED ALL REQUIREMENTS?

1. Completed the three CITI BASIC courses.
2. Submit a Financial Conflict of Interest (FCOI) Disclosure (If Needed)
3. Complete the Additional CITI training if you are required to do so

**IF YOU ARE MISSING ANY OF THESE, YOU ARE NOT FINISHED**



## IF YOU HAVE ANY QUESTIONS – PLEASE CONTACT

CITI Related Questions:

- Research Compliance Office
- 402-280-3200
- [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu)

IRBNET Related Questions:

- IRB Office
- 402-280-2126
- [IRB@Creighton.edu](mailto:IRB@Creighton.edu)

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