

## CITI

Researchers are required to take the CITI **IRB Required Modules for NCU**. The CITI certification expires after two years and must be renewed until data collection is complete and the study has been closed with the IRB. The CITI certification for researchers submitting IRB applications must be renewed if it will expire within 180 days of IRB approval. The CITI certification for Dissertation Committee Chairs of students submitting IRB applications must be renewed if it will expire within 90 days of IRB approval.

Dissertation Committee Chairs and faculty/staff researchers at NCU are required to obtain and hold current CITI certification at all times.

For your convenience, the link to the course is provided below.

### Research Ethics Education

- You can receive training via the CITI website. Instructions (You may always log out and come back later. CITI keeps track of your progress).
  - 1) Go to <http://www.citiprogram.org/>
  - 2) Click on the New User Registration link or login with your existing credentials.
  - 3) Indicate Northcentral University as your institutional affiliation.
  - 4) The current CITI course for NCU is entitled "IRB Required Modules for NCU."
  - 5) On the Main Menu, expand the first option "Northcentral University Courses."
  - 6) Click "Add a Course or Update Learner Groups."
  - 7) Select the radio button to the left of the current course "**IRB Required Modules for NCU.**"
  - 8) Click the rectangular blue "Submit" button at the bottom of the page.
  - 9) When you complete the course, download the PDF "Completion Report" showing all module completion dates and quiz scores. Please include this with your IRB supplemental documents when you submit your IRB application. Please also obtain the same PDF CITI "Completion Report" from your dissertation committee chair and include this with your IRB supplemental files when you submit your IRB application.

If you need technical assistance with the CITI site, you can contact CITI directly at 888-529-5929 between 8:30 a.m. and 7:30 p.m. Eastern time, Monday through Friday.

You may also e-mail [irb@ncu.edu](mailto:irb@ncu.edu) if you have further questions. When you e-mail the IRB, please cc your chair.