

CITI Training Instructions for Butler University Faculty and Staff

1. Go to <https://www.citiprogram.org/>.
2. Create an account by clicking the “Register” button:



3. Choose “Butler University” as your “Organization Affiliation”:

A screenshot of the "Select Your Organization Affiliation" form. The form has a search bar with the text "Search for organization: Enter full or partial name". Below the search bar, "Butler University" is entered and circled in red. To the right of the search bar, it says "Can't find your institution? It may use Single Sign On. Check here." Below the search bar, there is a paragraph of instructions: "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." At the bottom of the form, there are two buttons: "Continue to Step 2" and "Search Again".

4. Complete the following steps. You will then be taken to the “Curriculum” page.
5. Choose **either** the “Social/Behavioral Researchers – faculty/staff” or “Biomedical Researchers – faculty/staff” option and then “Not at this time” for the remaining questions:

A screenshot of the CITI Program website showing the curriculum selection process. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". To the right of the header is a search bar labeled "Search Knowledge Base". Below the header, there is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin". Below the navigation menu, there is a breadcrumb trail: "Main Menu > Add Course/Update Learner Groups". The main content area is titled "Select Curriculum - Butler University". Below the title, there is a note: "* indicates a required field." and a link: "View instructions page". The section is titled "* Question 1" and "Human Subjects Research". Below the title, there is a paragraph of instructions: "If your research involves gathering data from humans, select the course that most closely matches your discipline. The appropriate course must be completed before the IRB can review your application." Below the instructions, there is a note: "Choose all that apply". At the bottom, there is a list of options with checkboxes: "Social/Behavioral Researchers - faculty/staff" (checked), "Biomedical Researchers - faculty/staff" (checked), "Student Researchers" (unchecked), "IRB Staff" (unchecked), "IRB Members" (unchecked), and "Not at this time." (unchecked).

6. Click Submit.

7. If you check “*Social/Behavioral Researchers – faculty/staff*”, you will find the “*Social/Behavioral Researchers – faculty/staff*” course on the “*Butler University Courses*” page:

Course
Aseptic surgery
Biomedical Researchers - faculty/staff
Conflicts of Interest
IACUC Chairs, Members and Coordinators
IRB Members - Basic/Refresher
IRB Staff
Responsible Conduct of Research for Butler Undergraduates
Social/Behavioral Researchers - faculty/staff
Student Researchers

8. Complete all the required modules:

Modules
Introduction (ID: 757)
Belmont Report and CITI Course Introduction (ID: 1127)
Students in Research (ID: 1321)
History and Ethical Principles - SBE (ID: 490)
Defining Research with Human Subjects - SBE (ID: 491)
The Federal Regulations - SBE (ID: 502)
Assessing Risk - SBE (ID: 503)
Informed Consent - SBE (ID: 504)
Privacy and Confidentiality - SBE (ID: 505)
Research with Prisoners - SBE (ID: 506)
Research with Children - SBE (ID: 507)
Research in Public Elementary and Secondary Schools - SBE (ID: 508)
International Research - SBE (ID: 509)
Internet-Based Research - SBE (ID: 510)
Human Subjects Research at the VA (ID: 13)
Research and HIPAA Privacy Protections (ID: 14)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)
Hot Topics (ID: 487)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)
The IRB Member Module - 'What Every New IRB Member Needs to Know' (ID: 816)
Butler University Modules (ID: 1556)

Please contact the Butler Institute for Research and Scholarship compliance office at IRB@butler.edu or call 317-940-6424 with any questions regarding the CITI requirements.