

CITI Training Instructions for Butler University Students

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. It features a search bar with the text 'Search for organization: Enter full or partial name'. The text 'Butler University' is entered in the search bar and is circled in red. To the right of the search bar, there is a link that 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. Please complete the following steps. You will then be taken to the “Curriculum” page.
5. Check the “Student Researchers” option and then “Not at this time” for the remaining questions:

A screenshot of a question titled 'Human Subjects Research'. The question text reads: '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 text, it says 'Choose all that apply'. There is a list of options with checkboxes: 'Social/Behavioral Researchers - faculty/staff', 'Biomedical Researchers - faculty/staff', 'Student Researchers' (which is checked), 'IRB Staff', 'IRB Members', and 'Not at this time.'

6. Click Submit.

7. Click on "Student Researchers" on the "Butler University Courses" page:

Butler University Courses			
Course	Status	Completion Report	Survey
Aseptic surgery	Not Started	Not Earned	
Biomedical Researchers - faculty/staff	Passed 07/09/2015	Print Report	Post-course evaluation
Conflicts of Interest	Passed 07/10/2015	Print Report	Post-course evaluation
IACUC Chairs, Members and Coordinators	Passed 07/13/2015	Print Report	Post-course evaluation
IRB Members - Basic/Refresher	Passed 07/09/2015	Print Report	Post-course evaluation
IRB Staff	Passed 07/10/2015	Print Report	Post-course evaluation
Responsible Conduct of Research for Butler Undergraduates	Passed 07/14/2015	Print Report	Post-course evaluation
Social/Behavioral Researchers - faculty/staff	Passed 07/09/2015	Print Report	Post-course evaluation
Student Researchers	Passed 03/17/2015	Print Report	Post-course evaluation

8. Complete all the required modules:

Required Modules
History and Ethical Principles - SBE
Defining Research with Human Subjects - SBE
The Federal Regulations - SBE
Assessing Risk - SBE
Informed Consent - SBE
Privacy and Confidentiality - SBE
Students in Research

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.