

# 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”:

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.

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.

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:

Collaborative Institutional Training Initiative

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

[Main Menu](#) > [Add Course/Update Learner Groups](#)

Select Curriculum - Butler University

\* indicates a required field.

[View instructions page](#)

\* Question 1

### Human Subjects Research

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.

Choose all that apply

- Social/Behavioral Researchers - faculty/staff
- Biomedical Researchers - faculty/staff
- Student Researchers
- IRB Staff
- IRB Members
- Not at this time.

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
<b>Social/Behavioral Researchers - faculty/staff</b>
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 Office of Sponsored Programs at [IRB@butler.edu](mailto:IRB@butler.edu) or call 317-940-6424 with any questions regarding the CITI requirements.