

Please read entire instruction sheet prior to initiating the modules

NKU IRB submission criteria require a minimum score of **80% for each individual module**. CITI requires an 80% average on all modules. Please be aware of this difference.

Directions on retaking the modules are below. Thank you.

NKU IRB Administrator

INSTRUCTIONS FOR CITI LEARNERS

The curriculum for your CITI course has been defined by Northern Kentucky University Research Foundation according to your role in research at Northern Kentucky University. Required modules are below at the end of this instruction page. Your possible required modules will be Human Subject, Animal or BioSafety (to be added at a later date). A Refresher Course is also available when your certification expires after three years.

To Begin the CITI Course:

1. You will be presented with a few questions to help determine which course you should complete.
 - a. If you are in the Nursing School in any capacity (faculty adviser, student, assistant) you will choose ***College of Nursing***.
 - b. If you are in the Education School in any capacity (faculty adviser, student, assistant) you will choose ***Education Graduate: Teacher as Leader***.
 - c. If you are an IRB Committee Member, you will choose ***IRB Members***.
 - d. If you are involved in general Human Participant research outside of these groups you will choose ***Faculty and Other Student Researchers***.
 - e. If you are participating in research related to Prisoners or any human subject with impingement of freedom (i.e.: parolees, under house arrest, probation and court ordered treatment programs) select ***Faculty and Other Student Researcher s*** and then choose Research with Prisoners under Optional Modules when you have finished the Faculty and Other Student Researchers modules.
 - f. You can optionally choose more modules related to Responsible Conduct of Research.
 - g. Complete the questions if you are participating in animal research.
2. On the Main Menu, you will see the courses listed that are now “required” under **My Courses**. Once you complete these modules, you can go to optional modules.

!!Tips for Northern Kentucky University Research Foundation CITI Learners!!

- As required by the Northern Kentucky University IRB, IACUC and BioSafety Committees (BioSafety Modules are currently being developed and required modules for IACUC are being finalized), all faculty, staff and students involved in research must complete the selected modules. This includes all researchers submitting a study, faculty advisors and research administrative staff.
- The time it will take to complete depends on the modules you are required to take. Time can range from 2 hours to 6 hours. You are able to sign out if you run out of time, saving the results of your quizzes for the next time you are able to sign back in.

- A **passing grade of 80%** on the quiz at the end of each module must be submitted prior to protocol approval. For submission purposes, be prepared to print or download a Course Completion Report with the grades listed for each module, when you are finished.
- **You will be asked to retake the modules by NKU IRB** if CITI completion certificates show less than 80%. If you need to take the quiz again, return to the module, scroll down to the quiz link and generate a new quiz. If you want to retake a module test and have already signed out of CITI, sign back into CITI, click on the *optional modules* link AFTER you have completed all the required modules, click on the module for which you want to increase your score and retake the quiz. To print the new scores you will again have to enter the *optional modules* link and print the new scores.
- You will be asked to complete the *Integrity Assurance Module* prior to initiating the modules. The link will be shown at the top of the gradebook page once you click on the **Red** link of your required modules for the first time.
- There are optional modules as well. You are welcome and encouraged to complete these and you will be given the choice to complete them once you are finished with the required modules. There will be a link on the main menu page once you have completed the required modules.
- If you have completed modules through another institution, you may *Affiliate With Another Institution*. The software will sum the requirements of both institutions so you won't need to retake modules common to the requirements of both institutions.
- Technical issues should be directed to citisupport@med.miami.edu or 305-243-7970.
- Questions regarding your requirements should be sent to your IRB Administrator at irb@nku.edu.
- Different colleges and disciplines will need to complete different modules. See below for a list of modules required when submitting for NKU IRB. Thank you-

REQUIRED MODULES

Anyone involved in Research that involves Human Research Subjects will require the following **SIX BASIC HUMAN RESEARCH** modules (your automatically chosen modules if you select **Faculty and Other Student Researchers** when beginning the course):

- Belmont Report and CITI Course Introduction
- History and Ethical Principles
- Assessing Risk in Social and Behavioral Sciences
- Informed Consent
- Privacy and Confidentiality
- Northern Kentucky University Research Foundation

Nursing Researchers and Nursing Faculty Advisors will need to complete the **additional FIVE** modules below (plus the **SIX BASIC HUMAN RESEARCH MODULES** above):

- Defining Research with Human Subjects
- Research with Prisoners
- Research with Children
- Research in Public Elementary and Secondary Schools

- Internet Research

Education Graduate: Teacher as Leader Students are required to complete the **SIX BASIC HUMAN RESEARCH MODULES** above **plus** the **TWO** modules listed below:

- Research with Children
- Research in Public Elementary and Secondary Schools

Anyone involved in Research with Children or in the School Setting must also take the **SIX BASIC HUMAN RESEARCH MODULES** above **plus** the **TWO** modules below:

- Research with Children
- Research in Public Elementary and Secondary Schools

In addition, anyone involved with Prisoner Research (this also includes parolees, under house arrest, probation and court ordered treatment programs) must complete the **SIX BASIC HUMAN RESEARCH MODULES** above **plus** the **ONE** below.

- Research with Prisoners

In addition to the **SIX BASIC HUMAN RESEARCH MODULES** above-IRB Committee Members will need to complete the **EIGHT** modules below:

- Defining Research with Human Subjects
- The Regulations and The Social and Behavioral Sciences
- Research with Prisoners
- Research with Children
- Research in Public Elementary and Secondary Schools
- International Research
- Internet Research
- The IRB Member Module- “What Every New IRB Member Needs to Know”

Research that involves Animals will require CITI Training modules:

TO BE ANNOUNCED (please contact Maria Stivers irb@nku.edu with questions)

Research that involves Recombinant DNA, Toxins, Microorganisms and Infectious Agents will require CITI Training modules:

TO BE ANNOUNCED AS CITI COMPLETES THESE NEW MODULES (please contact Maria Stivers irb@nku.edu with questions)

Technical issues should be addressed to CITISUPPORT@med.miami.edu or 305-243-7970.

IRB questions or issues should be addressed to IRB administrator at irb@nku.edu or 859-572-5168.