

REQUIRED TRAINING OF INVESTIGATORS

Projects Involving Human Subjects

Concordia University Institutional Review Board

The goal of this training requirement is to ensure that all investigators at Concordia University receive remedial training in ethics and laws governing human subject research in compliance with Principle 8 of the Nuremberg Code and our Federalwide Assurance. Concordia University has chosen to use the Collaborative Institutional Training Initiative (CITI), sponsored by the University of Miami, for this purpose. Note that only the following two courses from the CITI program will be accepted as satisfying the training requirement: “Biomedical Research–Basic /Refresher” or “Social & Behavioral Research–Basic /Refresher.” Following are the steps to earn a certificate of completion for one of these two courses:

1. Log on to the Concordia University IRB website at <https://www.cuw.edu/irb/> and click on the Policies link to find CITI training link found near the middle of the page, or you may simply go directly to www.citiprogram.org.
2. The link will take you to the website of the “Collaborative Institutional Training Initiative at the University of Miami” also known as CITI. This website training is accepted by most U.S. universities that conduct human subject and/or animal research.
3. Register, then log in with your new user name and password. If you have registered with CITI before, you should use your existing user name and password.
4. The website will ask you to select the “institution of affiliation.” From the dropdown list, select “Concordia University Wisconsin.” If you have already used CITI previously with another institution, from the Main Menu select “Click here to affiliate with another institution” and then select “Concordia University Wisconsin” from the dropdown list.
5. You will then be asked to answer three questions that will guide you to select the correct course. Scroll down to Question 2 “Human Subjects Research” and select either “Biomedical Research Investigators” or “Social Science and Education Investigators.” depending upon your area of research. If you make a mistake and you do not see the proper course on the main menu, you can always select “Add a Course or Update Learner Groups” found near the bottom of the Main Menu and then select the correct option.
6. You should then see your course listed on the Home Page: “Biomedical Research–Basic /Refresher” or “Social & Behavioral Research–Basic /Refresher.” You must complete one of these two courses to receive credit for completing the CU IRB training requirement. Complete all of the modules and associated quizzes for your course. You must receive a total score of 80% to pass. You may repeat modules if you do poorly on a few of them. The total time invested will be approximately two to three hours. You do not have to complete the entire course at one time. You may leave and reenter the website as needed.
7. Save a copy of the “Completion Report” to your computer and then upload it to IRB Net, being careful to include it with the other documentation you supplied for your research project.