

# IRB Online Training Program Information

## UCF Basic Requirements for Training

### In the Protection of Human Subjects in Research

The following on-line tutorial is accepted by UCF and other research institutions as providing the basic education needed to conduct human subjects research. This course must be completed by all key study personnel listed on the study before official IRB approval will be issued to begin or continue (by annual review) a research study or for protocol addendum/modifications.

### **CITI Course in the Protection of Human Research Subjects**

The University of Central Florida participates in the Collaborative IRB Training Initiative (CITI) on-line program to provide educational courses for personnel involved in the conduct of human subjects research. The course curriculum has been defined by UCF to include different learner groups based on the specific area of research. For research to be conducted at UCF the learner should select the modules that most closely represent the type of research to be conducted. For research involving surveys, questionnaires, etc., the **Group 2: Social & Behavioral modules** should be completed. If the research involves the use of human tissue, blood, etc. and/or is 'clinical' in nature, then the researcher should complete the **Group 1: Biomedical modules**. [See page 2 for CITI Instructions & Access.](#)

The principal investigator for each protocol is responsible for ensuring that he/she and all the key study personnel (KSP)\*\* for the investigation complete this course, which will fulfill the basic human subjects protection training requirement for UCF for a three-year period.

**\*\* Key Study Personnel (KSP)** - Key study personnel include those who are involved in the design and/or conduct of the research, have access to human participants, and/or data information. This would include principal investigators, co-investigators (sub-investigators), research nurses, study coordinators, research associates/assistants, lab monitors, students and other support staff or persons assisting with the research.

Note: Principal investigators of funded research may want to also check sponsor or grantor specific definitions for key study personnel requiring training to determine if other requirements i.e. Good Clinical Practice apply for human subject protection or responsible conduct of research training.

Researchers at UCF are required to refresh their training every 3 years. This must be done by completing the "Refresher Course" provided by CITI. For example, if you completed the initial CITI training on 7/30/2008, you must complete the refresher on or before 7/30/2011. If you have questions, please contact the IRB office at 407-823-2901.

Submission of CITI completion certificates taken at the other universities are acceptable IF the training was completed within the last three years.

## CITI Instructions & Access

### Instructions for completing the CITI course

Select the following link and log-in per the instructions below: [www.citiprogram.org](http://www.citiprogram.org).

- SELECT "Register Here."
- To select your institution or organization SELECT the dropdown under "All Others"
- SELECT University of Central Florida and SUBMIT
- Complete information to CREATE a user name + password and SUBMIT

#### Complete Registration

- When prompted, 'Which course do you plan to take?', SELECT one:

**Group 1: Biomedical Research Investigators and Key Personnel**

**Group 2: Social & Behavioral Research Investigators and Key Personnel**

Note: After completing the course of your choice, you may change group to see the other modules, if desired.

- SUBMIT INFORMATION

SELECT the group related to your research activities and SUBMIT

The LEARNER'S MENU includes links to Institutional Instructions & other information.

- When ready to proceed, SELECT the **Basic Course (Required Status: Incomplete)**, and complete the required modules and related quizzes as listed.
- Modules are 15-20 minutes in length each. You may log on and off as often as needed.
- At completion of the course you will be able to print a Completion Report and UCF IRB will automatically receive an email notice. You should keep a copy of your completion report for your own records.

Additional training is required every 3 years. A CITI refresher course is available for future training for those who have completed CITI since 2005. If you have questions, please contact the IRB office at 407-823-2901.