

CITI Certification Requirement

All SMSU students and faculty conducting human subjects research are required to complete ethical training prior to starting such research. SMSU IRB Committee members are also required to complete designated ethics training modules. Ethical training is completed through assigned course modules offered through the Collaborative Institutional Training Initiative (CITI). Designated modules are listed below for students, faculty, and IRB members.

- Our SMSU CITI Training subscription covers all SMSU students, faculty, and staff.
- Once you complete the required training modules that are assigned, you will be certified and eligible to submit research applications to the IRB.
- Certification will last for 5 years.
- Your certification will be tracked by our SMSU IRB. You do not need to submit additional documentation to verify your certification status.

These are the course modules assigned to students, faculty, and IRB committee members. Each module takes approximately 15-20 minutes to complete.

Students

- Defining Research with Human Subjects
- History and Ethical Principles
- Informed Consent
- Privacy and Confidentiality

Faculty researchers

- Defining Research with Human Subjects
- History and Ethical Principles
- Informed Consent
- Privacy and Confidentiality
- Students in Research

IRB members

- Defining Research with Human Subjects
- History and Ethical Principles
- Informed Consent
- Privacy and Confidentiality
- Students in Research
- The IRB Member Module- What Every New IRB Member Needs to Know
- Basic Institutional Review Board (IRB) Regulations and Review Process

How to log in and register your account for CITI training:

1. Go to the CITI website: <https://about.citiprogram.org>

2. Click on **Register**
3. Click on **“Select Your Organization Affiliation”**
4. Enter or scroll and select **“Southwest Minnesota State University”**
5. Click on the **“I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials”** and **“I affirm that I am an affiliate of Southwest Minnesota State University”**, then click **“Create a CITI Program account”**.
6. Enter your **first name, last name, and your SMSU or Minnstate email address**. You can provide a secondary email address if you'd like.
7. Create a **username and password** for your account
8. You may skip the option to Connect your ORCID ID, unless you want to connect that to your academic research profile
9. Enter your **Country of Residence**
10. Choose whether you want CITI to provide information on other courses or services. This is entirely optional and up to you.
11. If applicable, you may earn Continuing Education (CE) credits through completing CITI training. This may be applicable if you are a licensed professional and need to earn CE credits. If not applicable, select NO.
12. Click **Submit**
13. Enter your **institutional email address** (this will be your SMSU or Minnstate email address which you may have already registered).
14. Enter your **Program**. This is your assigned academic program (e.g. Psychology, Exercise Science, Education, Sociology, etc.).
15. For **Role in research**, select student if you are a student, faculty if you are faculty, and IRB Member if you are an IRB Member. Then click **Next**.
16. You should now have access to the course modules. All required modules are provided at the top of the screen and all other supplementary modules are at the bottom. The supplementary modules are optional unless your instructor has also assigned these for your class.
17. If you have any difficulty with the above steps, please watch the video provided by CITI on setting up your account: <https://support.citiprogram.org/s/article/updated-guide-to-getting-started>
18. Please contact the IRB Chair, Benjamin Anderson, Ph.D. if you have further questions or concerns: Benjamin.anderson1@smsu.edu