

CITI TRAINING

RESEARCH WITH HUMAN SUBJECTS TRAINING REQUIREMENTS

Eligible patients recruited for the CHAMP study are required to provide informed consent to participate in the trial. All clinic personnel who are providing informed consent to patients are required to complete a series of **CITI training courses** on performing research with human subjects and good clinical practices.

First, clinic personnel will need to go to the CITI Website and **register as an affiliate of the University of Washington**. As a University of Washington affiliate, clinic personnel will have access to a variety of courses related to conducting research. Please see the [UW HSD Website](#) for detailed instructions on how to register as a University of Washington affiliate.

On Step 6 of your initial registration as a University of Washington Affiliate, you will be asked what Department you are a part of and your Research Role. Please answer as follows:

- **Department:** Psychiatry and Behavioral Sciences
- **Research Role:** Research Assistant

ACTION: Please register for and complete the below CITI Training Courses before CHAMP Training begins and email a copy of each completion certificate to [Kat James](#). If clinic personnel have *already completed* a comparable CITI training, send a copy of the completion certificate to Kat James for review.

1. **CITI Research with Human Subjects Course (4-6 hrs)**

Course Description: UW faculty, staff and research collaborators who are involved in research with human subjects are encouraged to complete this training. Key personnel for NIH funded human subjects research can fulfill the NIH training requirement by completing this training. Take the Human Subjects Learners course to fulfill any requirement for training in the protection of human subjects. This course can be used as either a basic or a refresher course.

2. **CITI Good Clinical Practice – Social and Behavioral Research (2-3 hrs)**

Course Description: Principal investigators and clinical trial staff for NIH funded clinical trials can fulfill the NIH training requirement by completing this training. The GCP training program emphasizes the practical roles and responsibilities of the research team. The course is intended to provide the necessary training for investigational site personnel - such as investigators and study coordinators - to understand the principles of Good Clinical Practice and to better understand their own responsibilities in planning and conducting clinical research. The Social and Behavioral Research course is tailored to behavioral trials.

CITI TRAINING RENEWAL REQUIREMENTS

1. **CITI Research with Human Subjects Course (4-6 hrs)**

- To be renewed, at the Expiration Date or **3 years** after the Completion Date if your CITI certificate does not indicate an Expiration Date.
- UW affiliated renewal course: ***CITI Research with Human Subjects Refresher Course***

2. **CITI Good Clinical Practice – Social and Behavioral Research (2-3 hrs)**

- To be renewed, at the Expiration Date or **3 years** after the Completion Date.

INSTRUCTIONS FOR ADDING A COURSE

First you need to [log in](#) using the account you created before.

Once you log in, on the home page you'll go to **View Courses** under 'Institutional Courses.'

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Washington [View Courses](#)

Would you like to affiliate with another Institution? [Add Affiliation](#)

Would you like to remove an existing affiliation? [Remove Affiliation](#)

It will bring you to page with your courses listed. At the very bottom of the page, under **Learner Tools for University of Washington**, click **Add a Course**.

Learner Tools for University of Washington

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

The next page says, "Select Curriculum" and gives you descriptions of 4 courses. At the very bottom there's a **Question 1** to answer. Click the 'I am registering to take a CITI course for the first time' option.

Question 1

What is your purpose in registering for CITI web-based training today?

This question is required. Choose all that apply.

- I am registering to take a CITI course for the first time.
- I need to take training in Health Information Privacy and Security.
- I am engaged in work related to animals or animal research.

The next page it will look similar, but at the bottom there's a **Question 2**. Click "**Research with human subjects**" if you have not completed that module, or "**GCP – Social and Behavioral Research Best Practices for Clinical Research**."

Question 2

Which of the following describes areas in which you are or will be involved?

This question is required. Choose all that apply.

- Research with human subjects.
- Research with Human Subjects (Refresher)
- Research with stem cells.
- Good Clinical Practice
- GCP – Social and Behavioral Research Best Practices for Clinical Research**
- Graduate study and receiving funding from the National Science Foundation (NSF)
- Undergraduate study in a course on research methods.

Once you click that, it will take you to a page that says you're enrolled for the course, and it will be listed below. Click the blue **Start Now** button to start the course.

Courses Ready to Begin

[Learner Tools](#)

University of Washington

GCP – Social and Behavioral Research Best Practices for Clinical Research

Stage 1 - Basic Course

0 / 9 modules completed

[Start Now](#)