**Required Training**

Suffolk University offers the Collaborative Institutional Training Initiative (CITI) program as its human subjects research ethics training curriculum. All individuals working directly with human subjects or data that can be linked back to individual subjects must complete human subjects research training requirements every three years. Research protocols will not be reviewed prior to the completion of training by all study team personnel. To complete CITI you must first register by [visiting the training log-in webpage,](http://www.citiprogram.org/) clicking on the ‘Register Here’ link and affiliating yourself with Suffolk University as the Participating Institution. Initial training requirements can be met by completing the Basic Course for Social and Behavioral Research Investigators. In addition to the training modules available through CITI, training is available on-line through E-College or can be customized and delivered in person to various audiences by request.

**Instructions for CITI Courses ( Investigators, Graduate Students, and Undergraduate Students)**

1. Sign up/login to [www.citiprogram.org](http://www.citiprogram.org)
2. Go to the Main Menu
3. Under Suffolk University Courses click Add a Course or Update Learner Groups
4. Question one:
   1. If you are an *investigator or* *graduate student,* select: **Social & Behavioral Research Investigators**
   2. If you are an *undergraduate student*, select: **Students Conducting Only Minimal Risk Research**
5. Question two: Do not check off any boxes
6. Question three: Select **Research Involving Human Subjects**
7. Question four (mandatory)click **“No”** unless you have a federal grant for the use of animals in research, then click “YES” and complete this module
8. Question five**: Select Not at this time**
9. Question six : **Select Not at this time**
10. Question seven : **Select Responsible Conduct of Research Refresher for Social, Behavioral, and Education (SBE) Researcher**s
11. Click Submit and begin your course
12. After you have completed the two courses save the report in PDF format and submit to your professor

**Refresher Course Instructions. Please take this course if you are**

**renewing your CITI Certification.**

1. Go to the Main Menu
2. Under Suffolk University Courses click Add a Course or Update Learner Groups
3. Question one:
   1. If you are an *investigator or* *graduate student,* select: **Social & Behavioral Research Investigators**
   2. If you are an *undergraduate student*, select: **Students Conducting Only Minimal Risk Research**
4. Question two (optional)
5. Question three: Select **Research Involving Human Subjects**
6. Question four (mandatory)click **“No”** unless you have a federal grant for the use of animals in research, then click “YES” and complete this module
7. Question five : **Select Not at this time**
8. Question six : **Select Not at this time**
9. Question seven click : **Responsible Conduct of Research Refresher for Social, Behavioral, and Education (SBE) Researcher**
10. Click Submit and begin your course