

# REQUIRED TRAINING OF INVESTIGATORS

## Projects Involving Human Subjects

### Concordia University Wisconsin/ Ann Arbor Institutional Review Board (CUWAA IRB)

The goal of this training requirement is to ensure that all investigators at Concordia University receive current training in ethics and laws governing human subject research in compliance with Principle 8 of the Nuremberg Code and our Federalwide Assurance. The CUWAA IRB has chosen to use the Collaborative Institutional Training Initiative (CITI) 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.” All principal and assistant researchers in a study must complete one of those two online tutorials. Here are the steps you must take to complete this required training:

1. Log onto the Concordia University IRB website at <https://www.cuw.edu/irb/>, click on “Policies” from the main menu, then click the link for “required online training (CITI)” found near the middle of that webpage, or you may simply go directly to [www.citiprogram.org](http://www.citiprogram.org).
2. The link will take you to the website of the “Collaborative Institutional Training Initiative” also known as the CITI Program. 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, at the top of the course list, select “Add Institutional Affiliation,” and then type “Concordia University Wisconsin” in the text box. Pick from the list of choices provided.
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” found near the bottom of the home screen 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 CUWAA IRB training requirement. Note that other courses required by the University having to do with Responsible Conduct of Research (RCR) do not satisfy CUWAA IRB requirements.
7. 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.
8. Once you complete all the modules of a course, a “View-Print-Share Record” button will appear in the course text box on your home screen. Click that button and save a PDF copy of the “Completion Report” (two pages) to your computer and upload it to IRB Net. You may also save a copy of the “Completion Certificate,” but that document is not needed by the IRB. It looks good in a portfolio, however. *Note: training certificates expire after four years.*