



Institutional Review Board for the Protection of Human Subjects in Research
928-523-4236 www.research.nau.edu/vpr/IRB

INSTRUCTIONS FOR REGISTERING FOR THE CITI TUTORIAL

The NAU IRB uses The Collaborative Institutional Training Initiative (CITI) program as its required tutorial. All NAU faculty, staff, and students planning to conduct research or work on a research project as key personnel must successfully complete the tutorial.

The CITI program is an online collection of learning modules, each of which focuses on a different aspect of IRB. At the end of each module is a short quiz. The results of your quiz are required with your application for approval for research. Updated quiz results are required every two years. For questions about this policy or the CITI program, contact Paula.Garcia@nau.edu.

Directions for getting started with CITI:

1. Click on the link that takes you to the CITI Program (www.citiprogram.org)
2. Click on New Users Register Here. This will take you to a Course Registration page
3. Under **1. Select your Institution or Organization**, find Northern Arizona University in drop down box under Participating Institutions, do not enter anything else in the other drop down box fields
4. Under **2. Select your Username and Password**, enter a unique username and password according to the parameters described in the instructions. Try to remember or keep this username and password on hand so you can access CITI at any time.
5. Fill out **3. Enter your name**.
6. Fill out **4. Enter your email address**.
7. Click the Submit button. This will take you to a second registration page.
8. Select your gender and highest degree obtained.
9. For the question **Which course do you plan to take?** select "Basic Human Subject – Social and Behavioral Focus" for social, psychological, educational or other related research. Select "Basic Human Subject – Biomedical and Social and Behavioral Focus" for clinical or biomedical research.
10. Under **Role in human subjects research** you have a range of choices. Select whichever option best describes you. This will not affect the curriculum you are assigned.
11. Enter your telephone number and respond to the final question about a survey.
12. Click Submit.
13. On the third registration page, select a Curriculum according to these guidelines:
 - **If you are a student conducting no more than minimal risk research, select that option.**
 - **If you are advising students on their research OR conducting more than minimal risk research, select Social and Behavioral Research as your learner group.**

- **If you are conducting biomedical or clinical studies, select Biomedical Research or Data on Specimens Only Research.**
 - If you are a member of the IRB, select IRB Members.
14. Click Submit.
 15. On the next screen, you can affiliate with another institution. If you do not want to do so (recommended), click on No.
 16. You are now at the Main Menu which will come up automatically every time you log into the CITI program hereafter.
 17. To begin reviewing the modules and taking the quizzes, click on Enter under My Courses to see a screen listing of all the courses you are registered to take and the Integrity Assurance Statement.
 18. Click on the Integrity Assurance Statement and read the information. You must respond to the item at the bottom in order to move ahead with the quizzes.
 19. If you selected the **Students conducting no more than minimal risk research** as your Learner Group, you should have the following core courses:
 - Assessing Risk in Social and Behavioral Sciences
 - Informed Consent
 - Privacy and Confidentiality

Your faculty advisor may ask you to take some of the **Optional** course selections, such as Internet Research, International Research, or Native American Research if your study involves these elements. The Optional modules become available only after you have taken the core course.
 20. If you selected the **Social and Behavioral Research** as your Learner Group, you should have the following core courses:
 - The Regulations and the Social and Behavioral Sciences
 - Assessing Risk in Social and Behavioral Sciences
 - Informed Consent
 - Privacy and Confidentiality
 - Students in Research

You may also elect Optional modules such as Research with Children or Research in Public Elementary and Secondary Schools, among others. The Optional modules become available only after you have taken the core course.
 21. If you selected the **Biomedical Research** as your Learner Group, you should have the following core courses:
 - Belmont Report and CITI Course Introduction
 - Basic IRB Regulations and Review Process
 - Informed Consent (for Biomedical Research)

You may also elect Optional modules such as Vulnerable Subjects, Genetic Research in Human Populations, and HIPAA, among others. The Optional modules become available only after you have taken the core course.
 22. You can save your CITI completion report as a Word document or PDF file to attach to your online IRB application. You will not receive email confirmation from CITI regarding your completion of the tutorial.