

UTRGV IRB TRAINING REQUIREMENTS:

CITI training is not required for exempt review studies.

For Expedited and Full Review studies, all research team members must complete or have a current training course for **Human Subjects Protection** and **Responsible Conduct of Research**. Both of these courses are good for 4 years.

If you will be conducting clinical research or a clinical trial, you must complete a **Good Clinical Practice** training course in addition to the above-mentioned courses.

Human Subjects Protection, Basic Course

- Social Behavioral Research Investigators and Key Personnel
- Biomedical Research Investigators and Key Personnel

Responsible Conduct of Research Course

- Social and Behavioral Responsible Conduct of Research
 - Biomedical Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
 - Humanities Responsible Conduct of Research

Good Clinical Practice Training

- Social and Behavioral Research Best Practices for Clinical Research
 - Clinical Investigations of Devices
 - Clinical Trials with Investigational Drugs and Biologics
 - Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
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Detailed instructions (with screenshots) are located on the following pages

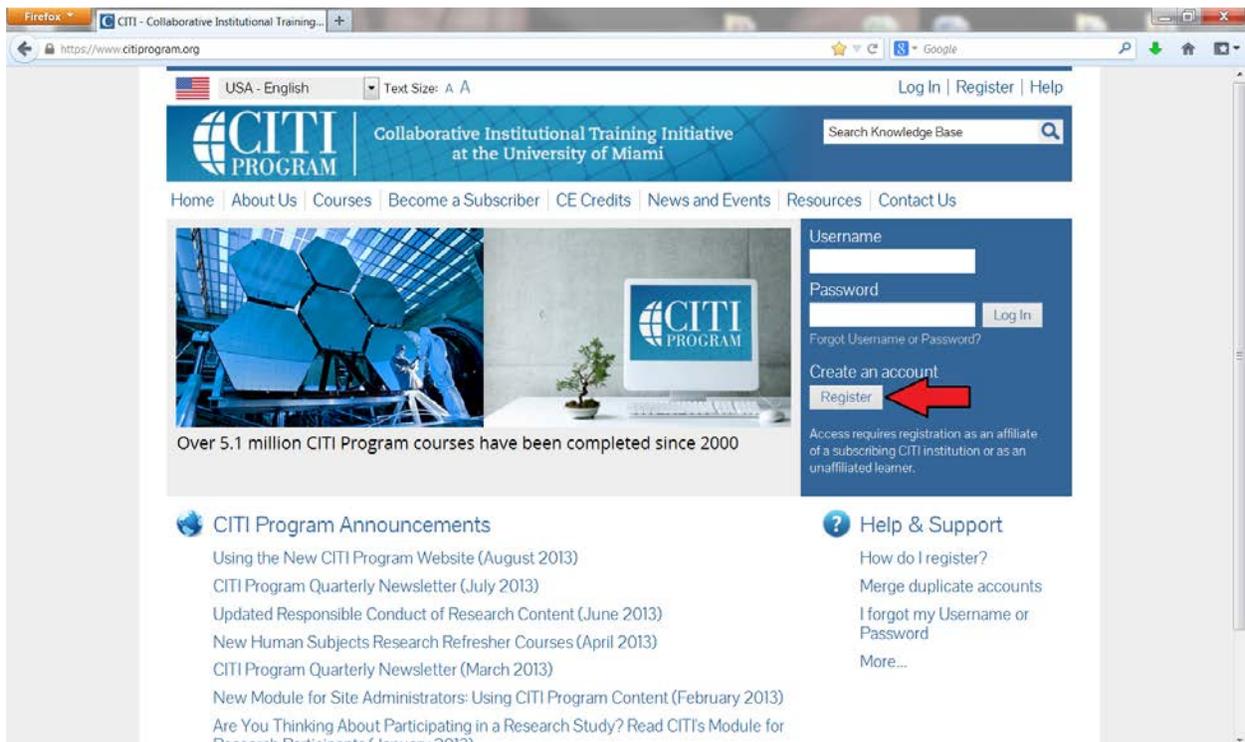
- Section 1: How to register and access the basic course
- Section 2: How to add an additional course
- Section 3: How to access completed course certificates and/or reports
- Section 4: How to affiliate with a new institution (UTRGV)

Section 1:

How to Register and Access the CITI Basic Course

Instructions for Completing the UTRGV IRB Human Subjects Protection Training: Online CITI Course

- 1) Go to the CITI website at www.citiprogram.org
- 2) Click on “Register”



The screenshot shows the CITI Program website in a Firefox browser window. The URL is <https://www.citiprogram.org>. The page features a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar is located in the top right corner. Below the header is a navigation menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The main content area is divided into two columns. The left column features a large image of a person in a blue protective suit standing in a futuristic, blue-lit environment. Below the image, it states "Over 5.1 million CITI Program courses have been completed since 2000". The right column contains a login form with fields for Username and Password, a "Log In" button, and a link for "Forgot Username or Password?". Below the login form is a "Create an account" section with a "Register" button, which is highlighted with a red arrow. Below the registration form, there are two sections: "CITI Program Announcements" and "Help & Support". The "CITI Program Announcements" section lists several updates from 2013, including the new website, quarterly newsletters, updated research content, and a new module for site administrators. The "Help & Support" section lists common user issues like "How do I register?", "Merge duplicate accounts", and "I forgot my Username or Password".

3) Complete the seven registration steps.

- In the first step, type “Rio Grande Valley” and select University of Texas – Rio Grande Valley” from the drop-down box.
- After all sections have been completed, click “Continue”

Note: You are not required to register/pay for CME/CEU credits for UTRGV IRB approval. This is optional.

The screenshot shows the CITI Program registration interface. At the top, there is a navigation bar with the CITI Program logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the logo is a search bar labeled "Search Knowledge Base". The main content area is titled "CITI - Learner Registration" and shows a progress indicator for 7 steps, with step 1 selected. The current step is "Select Your Organization Affiliation". It features a search box with the text "rio grande valley" entered. Below the search box, a dropdown menu is open, showing "University of Texas - Rio Grande Valley (UTRGV)". To the right of the search box, there is a link that says "Can't find your institution? It may use Single Sign On. Check here." Below the search box and dropdown, there are two buttons: "Continue to Step 2" and "Search Again". Below this section, there is another section titled "Independent Learner Registration" with a paragraph of text explaining the option and a button labeled "Continue as Independent Learner (Fees Apply)".

- 4) Follow steps 2-6 by entering the required information (marked with an asterisk).
- After the fields have been completed, click “Continue”

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=155&icat=3>. The page header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar. Navigation links include Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The page title is "CITI - Learner Registration". A progress bar shows steps 1 through 7, with step 2 highlighted. The main content area is titled "Personal Information" and contains several required fields marked with an asterisk: First Name, Last Name, Email Address, and Verify email address. Below these are fields for a secondary email address and its verification. A note states: "If you have a secondary email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address." A blue button at the bottom reads "Continue to Step 3".

The screenshot shows the same web browser window, now on Step 3 of the registration process. The progress bar highlights step 3. The main content area is titled "Create your Username and Password". It includes instructions: "Your username should consist of 4 to 50 characters. Your username is not case sensitive; 'A12B34CD' is the same as 'a12b34cd'. Once created, your username will be part of the completion report." and "Your password should consist of 8 to 50 characters. Your password IS case sensitive; 'A12B34CD' is not the same as 'a12b34cd'." Required fields include User Name, Password, and Verify Password. A security question is selected from a dropdown menu, and a Security Answer is provided in a text box. A note at the bottom states: "Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account."

Firefox | CITI - Collaborative Institutional Train... | CITI - Collaborative Institutional Train... | +

https://www.citiprogram.org/index.cfm?pageID=421&icat=3

Steps: 1 2 3 4 5 6 7

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? [?](#)
 Why does CITI Program use these categories? [?](#)
 Why does CITI Program ask about your gender? [?](#)

* indicates a required field.

* Your Gender Is:

Male
 Female
 I would rather not disclose

* Your Ethnicity Is: (You may choose only one)

Hispanic or Latino [?](#)
 Not Hispanic or Latino
 I would rather not disclose

* Your Race Is: (You may choose more than one)

American Indian or Alaska Native [?](#)
 Black or African American [?](#)
 Asian [?](#)
 Native Hawaiian or Other Pacific Islander [?](#)

Firefox | CITI - Collaborative Institutional Train... | CITI - Collaborative Institutional Train... | +

https://www.citiprogram.org/index.cfm?pageID=157&icat=3

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

Yes
 No
 Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

AMA PRA Category 1 Credits
 Nurses (CNE Credits)
 Other
 Psychologists (CEP Credits)

* Can CITI Program contact you at a later date regarding participation in research surveys? [?](#)

Yes
 No
 Not sure. Ask me later

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Texas-Pan American

* Indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

Address Field 2

5) To complete step 7, indicate the course that you wish to take.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* Please select the course you need to take today.

Choose one answer

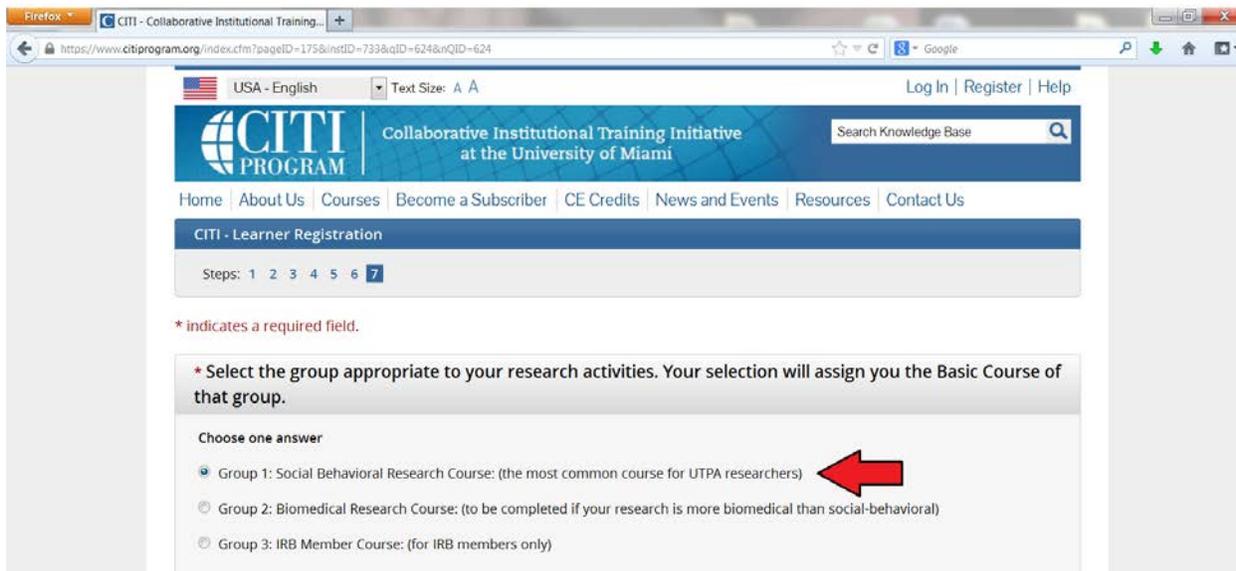
Basic Course, Human Subjects Protection 

Responsible Conduct of Research

LabAnimal Welfare

6) Indicate which Basic Course you wish to complete

- Select “Group 1: Social Behavioral Research Course”
Note: this learner group option is the most common at UTRGV. If you believe the biomedical course is more appropriate to your area of research, you may elect to complete that course. However, the human subjects training will be more biomedical oriented.
- DO NOT select the IRB Member Course – this is only for IRB members and staff.
- If you are in any doubt, please contact the Research Compliance Office at 665-2093 before selecting your learner group.
- Click “Next”

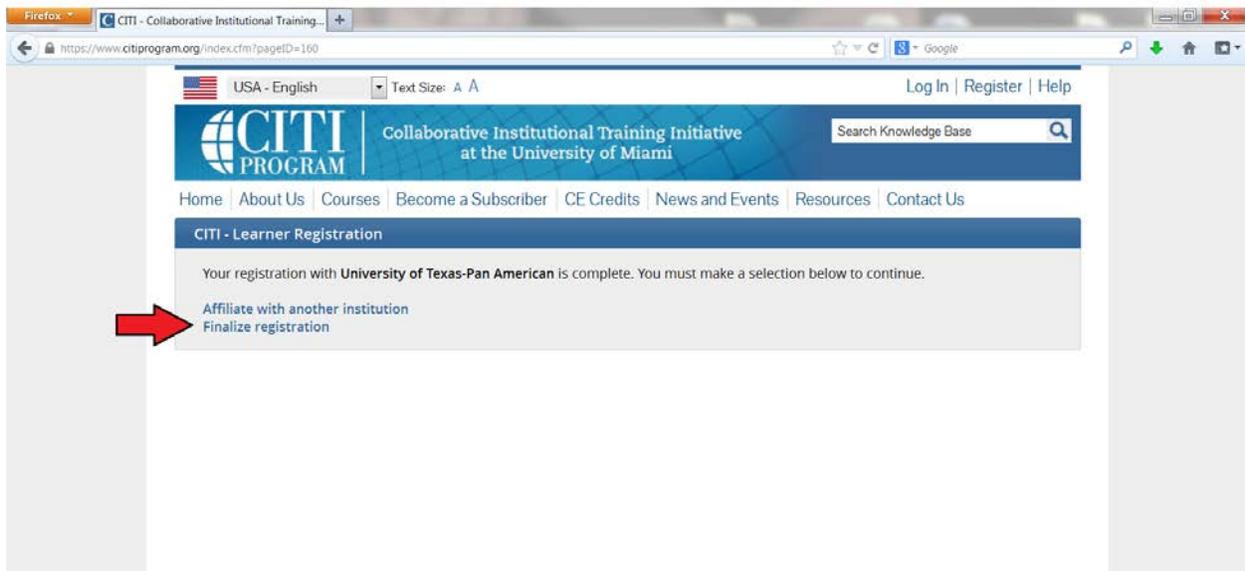


The screenshot shows a web browser window displaying the CITI Learner Registration page. The page header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the header is a navigation menu with links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The main content area is titled "CITI - Learner Registration" and shows a progress bar with steps 1 through 7, where step 7 is currently active. A red asterisk indicates a required field. The instruction reads: "* Select the group appropriate to your research activities. Your selection will assign you the Basic Course of that group." Below this, there are three radio button options under the heading "Choose one answer":

- Group 1: Social Behavioral Research Course: (the most common course for UTPA researchers) ← A red arrow points to this option.
- Group 2: Biomedical Research Course: (to be completed if your research is more biomedical than social-behavioral)
- Group 3: IRB Member Course: (for IRB members only)

7) Indicate whether you want to affiliate with another institution

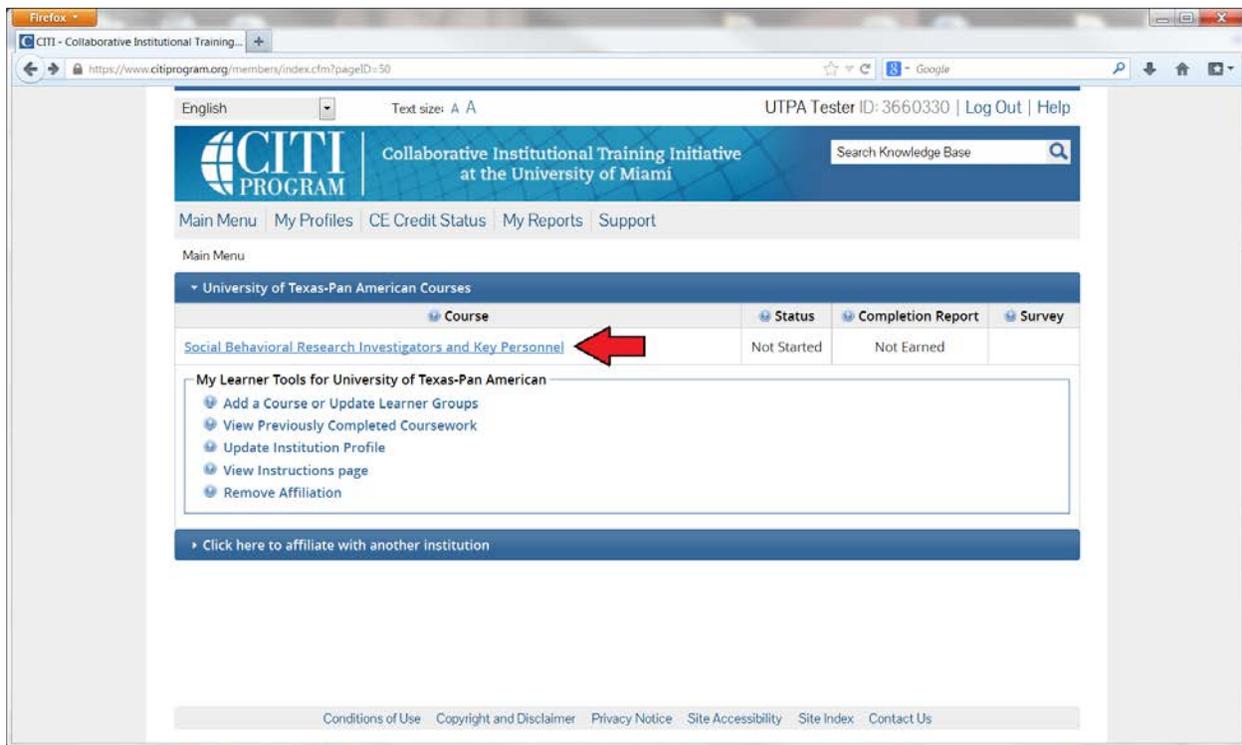
- Click “Finalize Registration”



8) The CITI Program will send you an email with a link to confirm your email address, clicking on the link will finalize your CITI Website registration.

9) You are at the “Learner’s Menu”.

To start the training course, click on “Social Behavioral Research Investigators and Key Personnel”



10) You are now at the listing of required modules for the Social-Behavioral Basic Course.

- To begin, click on “Complete The Integrity Assurance Statement”

The screenshot shows the CITI website interface. At the top, there is a navigation bar with the CITI logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. Below this, there is a search bar and a main menu. The current page is titled 'Social Behavioral Research Investigators and Key Personnel - Basic Course'. The page displays the user's current score as 0% and a list of required modules, all of which are incomplete. A red arrow points to the link 'Complete The Integrity Assurance Statement before beginning the course'.

To pass this course you must:

- Complete all 10 required modules
- Achieve an average score of 80% on all quizzes

Your Current Score: 0%

You have unfinished modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

Required Modules	Date Completed	Score
University of Texas-Pan American Module (ID: 1105)	Incomplete	0/0 (0%)
Introduction (ID: 757)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)

11) Each module will be listed. To start the training course, click on each module.

- The required modules must be completed in the order listed. Each time you complete a module, you may move on to the next module (most modules will have short quizzes at the end).
- You will need at least an 80% average on quizzes to print the Basic Course completion certificate. If you score poorly on any quizzes, you may retake them.

The screenshot shows a web browser window with the address bar displaying <https://www.citiprogram.org/members/index.cfm?pageID=122>. The page title is "Social Behavioral Research Investigators and Key Personnel - Basic Course".

To pass this course you must:

- Complete all 10 required modules
- Achieve an average score of 80% on all quizzes

Your Current Score: **0%**

You have unfinished modules remaining

Required Modules	Date Completed	Score
University of Texas-Pan American Module (ID: 1105)	Incomplete	0/0 (0%)
Introduction (ID: 757)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)
Research With Protected Populations - Vulnerable Subjects: An Overview (ID: 7)	Incomplete	0/0 (0%)

Optional Modules

Speakers: 100%

- Your performance is stored in the CITI database, so you do not have to complete all modules in one sitting. You can log off and on again. When you log on, you will be directed to the “Learner’s Menu” simply re-enter the course by clicking on “Social Behavioral Research Investigators and Key Personnel”.

The screenshot shows a web browser window displaying the CITI website. The page title is "CITI - Collaborative Institutional Training Initiative at the University of Miami". The URL is "https://www.citiprogram.org/members/index.cfm?pageID=50". The page features a navigation menu with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". A "Main Menu" section is expanded to show "University of Texas-Pan American Courses". Below this, a table lists courses with columns for "Course", "Status", "Completion Report", and "Survey". The course "Social Behavioral Research Investigators and Key Personnel" is highlighted with a red arrow. The status for this course is "Incomplete" and the completion report is "Not Earned". Below the table, there is a section titled "My Learner Tools for University of Texas-Pan American" with links for "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". A link "Click here to affiliate with another institution" is also present. The footer contains links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".

Course	Status	Completion Report	Survey
Social Behavioral Research Investigators and Key Personnel	Incomplete	Not Earned	

Section 2:

How to Add an Additional Course

1) Click on **Add a Course** at the bottom of the menu, under My Learner tools for UTRGV

The screenshot displays the CII PROGRAM website interface. At the top, the header includes the CII PROGRAM logo, the text 'Collaborative Institutional Training Initiative', and user options for 'ID', 'Log Out', and 'Help'. Below the header is a navigation bar with links for 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Contact Us', along with a search icon. The main content area shows a breadcrumb trail 'Main Menu / My Courses' and a list of course categories: 'University of Texas - Pan American Courses' and 'University of Texas Rio Grande Valley (UTRGV) Courses'. A table lists a course titled 'Social Behavioral Research Investigators and Key Personnel' with a status of 'Passed' on '15-Jun-2016', and options for 'View-Print-Share' and 'Post-course evaluation'. A dropdown menu titled 'My Learner Tools for University of Texas Rio Grande Valley (UTRGV)' is open, listing several options: 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. The 'Add a Course' option is highlighted with a red box and a red arrow points to it. At the bottom of the page, there are links for 'Accessibility', 'Copyright', 'Privacy Policy', 'Terms of Service', and 'Contact Us'.

2) **Indicate the course that you wish to take.**

- Select **Responsible Conduct of Research.**
- After you have made your selection, click “Next”

The screenshot shows the CITI PROGRAM website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. Below the header is a navigation bar with links for 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Contact Us'. The main content area is titled 'Home > Add a Course' and contains a form for selecting a curriculum. The form has a blue header that reads 'Select Curriculum - University of Texas Rio Grande Valley (UTRGV) (ID: 3237)'. Below this, there is a note: '* indicates a required field.' The main form area contains a message: '* Please select the course you need to take today. Choose one answer'. Below this message is a list of radio button options: 'Basic Course, Human Subjects Protection', 'Responsible Conduct of Research', 'LabAnimal Welfare', 'Export Controls', 'Biosafety/Biosecurity', and 'Good Clinical Practice (GCP)'. The 'Responsible Conduct of Research' option is highlighted with a red box and a red arrow pointing to it. At the bottom of the form, there are two buttons: 'Next' and 'Start Over'. The 'Next' button is highlighted with a red arrow pointing to it.

- 3) Indicate the group
- 4) Then, click "Next" at the bottom to finish.

Note: this screenshot shows Social and Behavioral selected, but you may choose whichever group best fits your research.

The screenshot displays the CITI PROGRAM website interface. At the top, the header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". On the right side of the header, there are links for "ID", "Log Out", and "Help". Below the header is a navigation menu with links for "Main Menu / My Courses", "My Profiles", "My Records", "My CEUs", and "Contact Us". A search icon is also present.

The main content area shows a breadcrumb trail: "Home > Add a Course". Below this is a blue box containing the text "Select Curriculum - University of Texas Rio Grande Valley (UTRGV) (ID: 3237)". A note below this box states "* Indicates a required field.".

Below the note is a section with the heading "* If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below." and the instruction "Choose one answer". This section contains four radio button options:

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course

At the bottom of the form, there are two buttons: "Next" and "Start Over". The "Next" button is highlighted with a blue background and a grey arrow pointing to it from the left. A blue arrow also points to the "Social and Behavioral Responsible Conduct of Research Course" radio button.

At the bottom of the page, there is a footer with links for "Accessibility", "Copyright", "Privacy Policy", "Terms of Service", and "Contact Us".

5) Your course will be added to your main menu, as show below.

UTRGV PROGRAM Collaborative Institutional Training Initiative Log Out Help

Main Menu / My Courses My Profiles My Records My CEUs Contact Us

Main Menu / My Courses

✔ You are now enrolled in the course(s) you selected. ←

▶ University of Texas - Pan American Courses

▼ University of Texas Rio Grande Valley (UTRGV) Courses

Course	Status	Completion Record	Survey
Social and Behavioral Responsible Conduct of Research Course 1.	Not Started	Not Earned	
Social Behavioral Research Investigators and Key Personnel	Passed 15-Jun-2016	View-Print-Share	Post-course evaluation

My Learner Tools for University of Texas Rio Grande Valley (UTRGV)

- ➊ Add a Course
- ➋ Remove a Course
- ➌ View Previously Completed Coursework
- ➍ Update Institution Profile
- ➎ View Instructions page
- ➏ Remove Affiliation

▶ Affiliate With Another Institution

▶ Affiliate as an Independent Learner

Section 3:

How to Access CITI Certification and/or Reports for Previously Completed Courses

1) From the “Main Menu”:

- If you need to access previous completion reports (e.g. Basic Course completion certificate or Refresher completion certificate), you can click on “View Previous Completed Coursework” or “My Records” at the top of the Main Menu.

The screenshot shows the CITI PROGRAM website interface. The top navigation bar includes 'Main Menu / My Courses', 'My Profiles', 'My Records' (highlighted with a red box), 'My CEUs', and 'Contact Us'. Below the navigation bar, a message states: 'You are now enrolled in the course(s) you selected.' A table lists courses with columns for Course, Status, Completion Record, and Survey. The table includes two rows: 'Social and Behavioral Responsible Conduct of Research Course 1.' (Status: Not Started, Completion Record: Not Earned) and 'Social Behavioral Research Investigators and Key Personnel' (Status: Passed 15-Jun-2016, Completion Record: View-Print-Share, Survey: Post-course evaluation). Below the table, a 'My Learner Tools for University of Texas Rio Grande Valley (UTRGV)' dropdown menu is visible, with 'View Previously Completed Coursework' highlighted in red. Other tools include 'Add a Course', 'Remove a Course', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. The bottom of the page shows options to 'Affiliate With Another Institution' and 'Affiliate as an Independent Learner'.

Course	Status	Completion Record	Survey
Social and Behavioral Responsible Conduct of Research Course 1.	Not Started	Not Earned	
Social Behavioral Research Investigators and Key Personnel	Passed 15-Jun-2016	View-Print-Share	Post-course evaluation

- My Learner Tools for University of Texas Rio Grande Valley (UTRGV)
 - Add a Course
 - Remove a Course
 - View Previously Completed Coursework
 - Update Institution Profile
 - View Instructions page
 - Remove Affiliation

2) Select **View-Print-Share**, under Completion Record.

PROGRAM | Help

Main Menu / My Courses My Profiles My Records My CEUs Contact Us

Home > Previously Completed Coursework

University of Texas Rio Grande Valley (UTRGV) Records

Basic/Refresher Course - Human Subjects Research

Social Behavioral Research Investigators and Key Personnel

Stage	Record ID #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
1 - Basic Course		80%	93%	15-May-2008	15-Jun-2016	15-Jun-2020	View	View-Print-Share

Responsible Conduct of Research

Social and Behavioral Responsible Conduct of Research Course 1.

Stage	Record ID #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
1 - Basic Course				Due Now			View	N/A

[Accessibility](#) [Copyright](#) [Privacy Policy](#) [Terms of Service](#) [Contact Us](#)

3) You may use the first link to obtain a completion with scores and dates listed, this is a full report.

4) You may use the second link to obtain a certification which is a summarized proof of completion.

View-Print-Share Completion Record

Name:
Institution: University of Texas Rio Grande Valley (UTRGV) (ID: 3237)
Course: Social Behavioral Research Investigators and Key Personnel
Stage: Stage 1 - Basic Course
Completion Date: 15-Jun-2016
Expiration Date: 15-Jun-2020
Record ID:

Completion Reports are two-part transcripts of your course work, and include all quiz scores. Part 1 reflects quiz scores at the time you completed and passed the course. Part 2 includes scores for any subsequent quiz attempts.

To view or print the **Completion Report** for this course, click on the link below.
To share the **Completion Report**, copy the link below and paste it into an email or other communication.

www.citiprogram.org/verify/?ka88f288b-7acc-4958-ae3-1e3150acbff1-

Completion Certificates are "diplomas" that reflect course completion but do not include quiz scores.

To view or print the **Completion Certificate** for this course, click on the link below.
To share the **Completion Certificate**, copy the link below and paste it into an email or other communication.

www.citiprogram.org/verify/?wf9fbe98d-509b-435b-958f-2fa639cc5a72-

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[Terms of Service](#)

[Contact Us](#)

Section 4:

How to Affiliate with a New Institution (UTRGV)

You may have a CITI account already. If you are registered under another institution and are now with UTRGV, you may change your account by affiliating with another institution.

Please do not create a new account.

To set up your affiliation with The University of Texas Rio Grande Valley, please follow these steps:

1. Log In
2. Select blue tab below your Course that reads "Click here to affiliate with another institution"
3. Type in "Rio Grande Valley" in the search box, our institution should pop up directly below the search box
4. Select "University of Texas - Rio Grande Valley"
5. Enter the required information for your profile

To Add the Human Subjects Protection, Basic Course

6. Select "Basic Course, Human Subjects Protection"
7. Select "Group 1: Social Behavioral Research Course" or "Group 2: Biomedical Research Course"

To Add the Responsible Conduct of Research Course

6. Select "Responsible Conduct of Research"
7. Select "Biomedical Responsible Conduct of Research Course" or "Social and Behavioral Responsible Conduct of Research Course"

The CITI course will be added to your main menu.