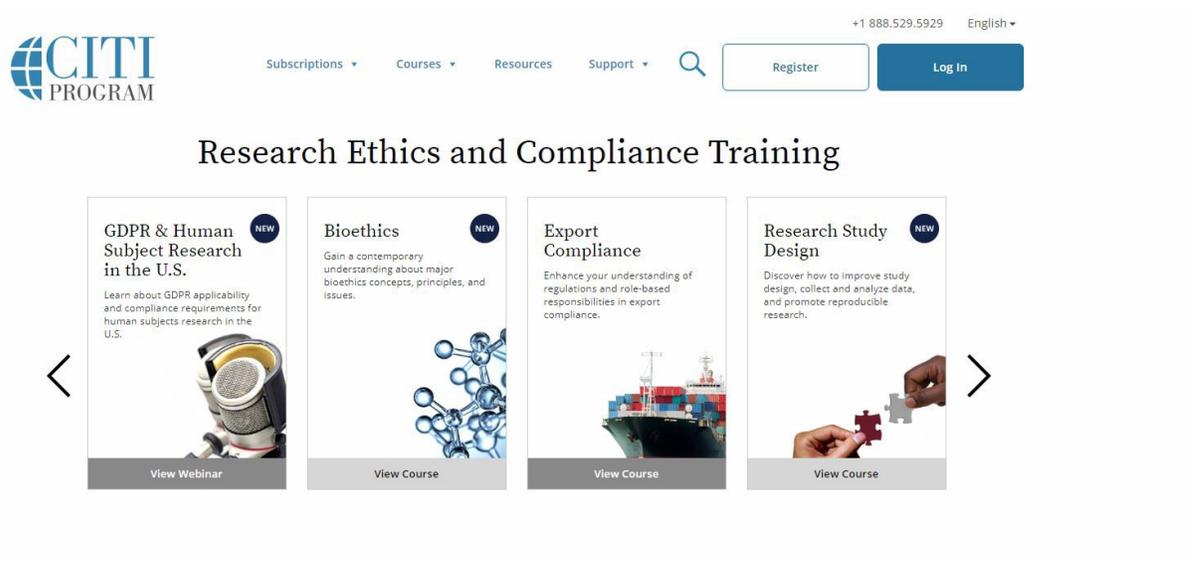


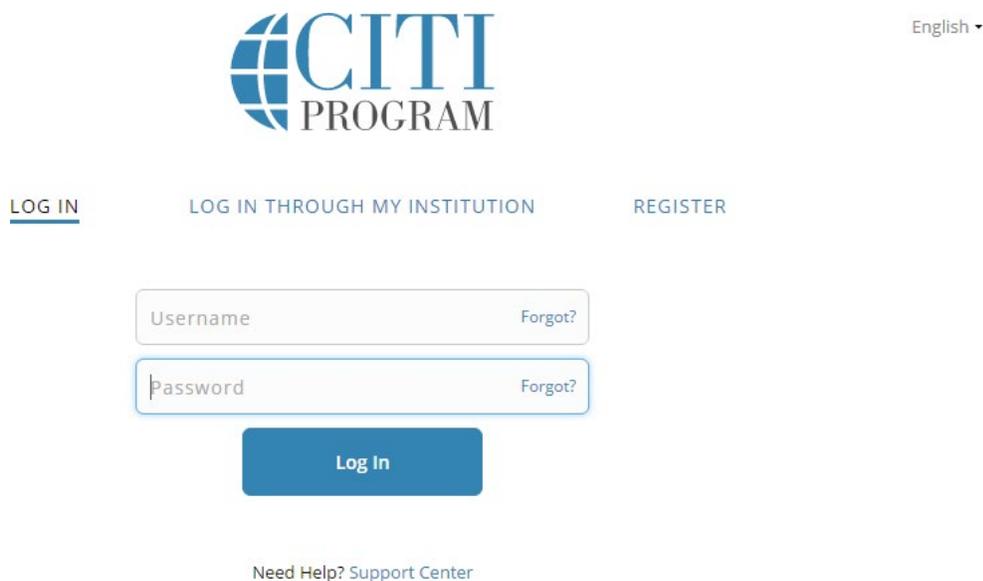
How to Access Required CITI IRB Training for Users with Existing UTC CITI Accounts

If you already have a UTC-affiliated CITI account and have not previously enrolled in the HSR Basic Course, you will need to "Add a Course" in order to have the required course show up on your Main Menu. Follow the below instructions:

1. Visit <https://www.citiprogram.org> and click "Log in" at the top right of the screen.



2. Enter your username and password when prompted.



3. Select "View Courses" to bring you to the main page with your account info.

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 Tennessee at Chattanooga, The 

Would you like to affiliate with another Institution? 


4. Select "Add a Course" at the bottom of the website.

Learner Tools for University of Tennessee at Chattanooga, The

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

Enrolling in Human Subjects Research Basic Course

1. On Question #1 of the "Select Curriculum" page, select either **Biomedical Research Investigators** or **Social & Behavioral Research Investigators**, depending on your research area.

Question 1

Human Subjects Research

Please select the Human Subjects Research BASIC course most appropriate to your research activities.

Choose one answer

- Biomedical Research Investigators
- Social & Behavioral Research Investigators
- IRB Members

OR

2. On Question # 2, select "I have not previously completed an approved Basic Course."

Question 2

Please select the Human Subjects Research (HSR) REFRESHER course most appropriate to your research activities. (Refresher course should be completed only after completion of the CITI HSR Basic course.)

Choose one answer

- Biomedical Research Investigators
- Social & Behavioral Research Investigators
- IRB Members
- I have not previously completed a CITI HSR Basic course.

3. On Question #3, select any of those populations that may apply in your research. **Note:** If you make a selection, additional course(s) will be populated in your course list.

Question 3

Please select the course(s) most appropriate to your research activities.

Choose all that apply

- Decisionally Impaired Persons
- Socially or Economically Disadvantaged Persons
- Research with Older Adults
- Adults with Disabilities and Impairments.
- Does not apply

Questions #3-11 are optional and may be skipped. Answering these questions will enroll you in additional, optional courses.

4. Select "Submit" at the bottom of the questionnaire.



5. After selecting your courses, you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on Finalize Registration. You will now be able to access the Main Menu of your account.
6. You should see the course titled "Biomedical Research Investigators" or "Social & Behavioral Research Investigators" listed in your Course List.

University of Tennessee at Chattanooga, The

Courses Ready to Begin

[Learner Tools](#)

University of Tennessee at Chattanooga, The
Biomedical Research Investigators
Stage 1 - Basic Course

0 / 13 modules completed

[Start Now](#)

7. When you click "Start Now" it will bring you to the following page. Be sure to read the prompts before marking "I Agree" and "Submit".

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.



I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit



8. You will be presented with a list of modules, with a short quiz following each module. All required modules within a course will need to be completed in order to earn a completion certificate. Course progress is automatically saved if you log out of CITI, so you may complete a course at your convenience. A quiz score average of 80% must be maintained to earn the Completion Certificate. Quizzes may be retaken as many times as necessary.

Required Modules

Complete all 13 required modules.

Modules	Completed	Score	
History and Ethics of Human Subjects Research (ID 498)	Incomplete	-	Start
Basic Institutional Review Board (IRB) Regulations and Review Process (ID 2)	Incomplete	-	Start
Informed Consent (ID 3)	Incomplete	-	Start
Social and Behavioral Research (SBR) for Biomedical Researchers (ID 4)	Incomplete	-	Start
Records-Based Research (ID 5)	Incomplete	-	Start
Genetic Research in Human Populations (ID 6)	Incomplete	-	Start
Research Involving Children (ID 9)	Incomplete	-	Start
Research and HIPAA Privacy Protections (ID 14)	Incomplete	-	Start

9. Once all required modules are completed, you will be prompted to save or print your Completion Certificate. Please save a copy of this certificate for your own records. The IRB office will be automatically notified of your completion by CITI, so there is no need to email it to us separately.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)

COMPLETION REPORT - PART 1 OF 2 COURSEWORK REQUIREMENTS*

* NOTE: Scores on this [Requirements Report](#) reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** [REDACTED]
- **Institution Affiliation:** University of Tennessee at Chattanooga, The (ID: 835)
- **Institution Email:** [REDACTED]
- **Institution Unit:** Office of Research Integrity

- **Curriculum Group:** Human Research
- **Course Learner Group:** Biomedical Research Investigators
- **Stage:** Stage 1 - Basic Course

- **Record ID:** 22088634
- **Completion Date:** 22-Dec-2016
- **Expiration Date:** 22-Dec-2018
- **Minimum Passing:** 80
- **Reported Score*:** 93

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Gender and Sexuality Diversity (GSD) in Human Research (ID: 16556)	20-Dec-2016	5/5 (100%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	20-Dec-2016	5/5 (100%)
Belmont Report and CITI Course Introduction (ID: 1127)	21-Dec-2016	3/3 (100%)
Research and HIPAA Privacy Protections (ID: 14)	22-Dec-2016	4/5 (80%)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	22-Dec-2016	4/4 (100%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	22-Dec-2016	4/5 (80%)
The University of Tennessee at Chattanooga (ID: 1555)	22-Dec-2016	No Quiz

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

Verify at: www.citiprogram.org/verify/?kd22c4863-be33-4516-90ae-ff936b4bacef-22088634

Collaborative Institutional Training Initiative (CITI Program)

Email: support@citiprogram.org

Phone: 888-529-5929

Web: <https://www.citiprogram.org>

10. HSR Certificates are current for 2 years, after which they will expire. You must maintain HSR certification for the length of your IRB project. You may renew your HSR Certificate by completing a CITI Refresher course or by retaking the Basic Course.

If you have questions about the CITI website, please visit the [CITI Learner Support webpage](#) or contact the UTC Office of Research Integrity at (423) 425-5867.