



### **Access to CITI Training**

All protocol directors, as well as any faculty, students, staff, and other individuals working on a research protocol are **required** to take the CITI training course before a protocol is approved by the Brandeis IRB. It is the responsibility of the principal investigator to ensure that all persons involved with the research are CITI certified and to communicate that to the Chair and Administrator of the Olin IRB (who maintain records for all Olin investigators) with the protocol submission.

**Important Note:** In addition to the ***Social/Behavioral Research Course*** module, which all Olin investigators must complete, the college is responsible for ensuring that any students and post docs who will do research as part of an NSF grant are required to take the ***Responsible Conduct of Research RCR*** module as well.

### **Instructions for Faculty:**

- 1) Please go to <https://www.citiprogram.org/>
- 2) If you are a "new user" click "register here."
- 3) There will be a dropdown menu of institutions; choose Franklin W. Olin College of Engineering. Enter user name and password and click "submit."
- 4) You'll arrive to a course registration page. Fields marked with an asterisk are required. Where it states, "*Which course do you plan to take?*" select the appropriate course
- 5) Select the appropriate role and "submit."
- 6) You are required to take:
  - a) Basic or Refresher [upon Basic certification expiration] course - Human Subjects Research (Social and Behavioral Focus)

**Optional:**

  - b) Responsible Conduct of Research for Social and Behavioral Research (RCR).

### **Instructions for Students/Postdocs:**

Steps 1 through 5 are the same as Faculty

- 6) You are required to take:
  - a) Basic/Refresher [upon Basic certification expiration] course - Human Subjects Research (Social and Behavioral Focus)

**AND**

  - b) Responsible Conduct of Research for Social and Behavioral Research (RCR) **if your research is in connection with an NSF grant.**

### **IMPORTANT NOTE:**

**A score of 80 or better is required to pass. If you do not achieve this score, please go back and retake the module. Please plan to take the module well in advance of a protocol submission deadline; it will require roughly 4- 6 hours to complete. You can save, quit and continue within a module at any time.**