

Institutional Review Board Training



LTRAIN and CITI Training

Lawrence Livermore National Laboratory

October 29, 2018



Background Information

The Department of Energy (DOE) Office of Science, Human Subjects Protection Program (HSPP) offers online training on protecting human subjects in research studies. This is offered to the national laboratories at no cost and is provided to its DOE Headquarters and field human subjects protection program leads, Institutional Officials, Institutional Review Board (IRB) Chairs, IRB Program Managers, IRB Administrators, IRB board members, and DOE laboratory researchers. DOE also offers such training to researchers from organizations outside of DOE who are funded by DOE Headquarters or DOE laboratories to do human subjects research.

The CITI (Collaborative Institutional Training Initiative) online training is provided as an acceptable method to meet the training requirement.

When LLNL personnel fall into one of the roles listed above; e.g., biomedical and/or social and behavioral research, it will be necessary to complete this training prior to beginning such work and every three (3) years thereafter, while the IRB protocol is active.

Personnel will forward the CITI Certificate of Completion to the Safety Education and Training Section's (SETS) records office for LTRAIN credit and IRB tracking.

New User Access to CITI

If you have an existing CITI account, skip this page.

1. Go to CITI Program on the web: <https://www.citiprogram.org/>
2. Click **Register**.
3. **Question 1:** Under Select Your Organization Affiliation enter "**other DOE**", then click Continue to **Step 2**.
4. Enter your personnel information and click Continue to **Step 3**.
5. Create your Username and Password and click Continue to **Step 4**.
6. Select Country of Residence and click Continue to **Step 5**.
7. Answer questions in Step 5; typically the answer to CEU question is **NO**, and click Continue to **Step 6**.
8. Answer questions in Step 6 and click Continue to **Step 7**.
9. In Step 7 for **Question 1** select one of the following based on your role:
 - a. IRB committee member: select **IRB Members**
 - b. Researcher on an IRB protocol – biomedical: select **Biomedical Research Investigators**
 - c. Researcher on an IRB protocol – social & behavioral (e.g. surveys): select **Social & Behavioral Research Investigators**

Question 1 *

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

IRB Members: This Basic Course is appropriate for IRB or Ethics **Committee members**.

10. Scroll to the end of the page – DO NOT ANSWER ADDITIONAL QUESTIONS – and click **Complete Registration**.
11. Click **Finalize Registration** and your course selection will appear.
12. CITI will send you a confirmation email that will allow you to log in and complete the required courses. You can complete any optional course you may be interested in.
13. Once you have passed all required modules, print out the **Completion Certificate** and send to Debbie Kidd (kidd9@llnl.gov) for LTRAIN credit. Retain a copy of your completion certificates for your records.



Current CITI User

1. Go to CITI Program on the web: <https://www.citiprogram.org/>
2. From the Main Menu / My courses page, in the My Learner Tools for Other DOE, select **Add a Course**.
3. **Question 1:** Human Subjects Research, select one of the following based on your role:
 - a. IRB committee member: select **IRB Members**
 - b. Researcher on an IRB protocol – biomedical: select **Biomedical Research Investigators**
 - c. Researcher on an IRB protocol – social & behavioral (e.g. surveys): select **Social & Behavioral Research Investigators**

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4. Scroll to the end of the page – DO NOT ANSWER ADDITIONAL QUESTIONS – and click **Submit**.
5. The course selection will appear on your Main Menu / My Courses page.
6. Once you have passed all required modules, print out the **Completion Certificate** and send to Debbie Kidd (kidd9@llnl.gov) for LTRAIN credit. Retain a copy of your completion certificates for your records.



Start the Course Module(s)

Based on your answer to Question #1, you will have the following modules.

REMINDER: UPON COMPLETION, EMAIL YOUR CERTIFICATE TO KIDD9@LLNL.GOV

IRB Staff (LTRAIN HS4466W / HS4466RW)	Biomedical Researcher (LTRAIN HS4466W / HS4466RW)	SBE Researcher LTRAIN HS4467W / HS4467RW)																									
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