## **IRB CITI TRAINING**

To <u>sign up and register</u> to take the required IRB Training, go to <u>www.citiprogram.org</u>: **ALL Modules must be completed after registering for the training.** 

- Click on **Register** at the top of the page next to **Log** in
- Type **Embry** in the "Search for organization:" box
- Then select Embry-Riddle Aeronautical University
- Click the box to agree to the Terms of Service
- Click "Continue to Step 2"
- Type in your First Name, Last Name and Email address in the boxes as indicated
- Click "Continue to Step 3"
- Type in a **username** and **password** where indicated along with a **security question** and answer
- Click "Continue to Step 4"
- Answer the question of **residency**
- Click "Continue to Step 5"
- Answer the Continuing Education questions (CE) [NOTE: CE is <u>not</u> required for IRB review]
- Click "Continue to Step 6"
- Answer the questions on Language, email address, gender, employee number (optional), department, for role in human subjects research:
  - Faculty should enter either **Principal Investigator** or **Co-investigator**
  - Students should enter either Student researcher graduate or Student researcher – undergraduate
- Enter address, Country, phone, for Which course do you plan to take enter Basic human subjects Social and Behavior Focus
- Click "Continue to Step 7"
- For Question #1:
  - Faculty should select Human Subjects: Researcher
  - Students should select Human Subjects: Student
- Leave Questions #2 Responsible Conduct of Research blank.
- Click "Complete Registration"
- Click "Finalize Registration"

If you have any problems, please call the **CITI Helpdesk** at (888) 529-5929 for International assistance call 1+ (305) 907-3100 or email support@citiprogram.org.