HUMAN SUBJECTS PROTECTION – CITI TRAINING

Anyone who conducts human subjects research at Franklin University must complete training before any research activities commence and before submitting a research proposal to the IRB for review. This requirement includes all investigators and key personnel listed in an IRB application and extends to dissertation chairs and committee members.

The Collaborative Institutional Training Initiative (CITI) provides an online training course to satisfy this requirement. CITI educational courses help researchers understand their obligations to protect the rights and welfare of human participants in research. Franklin learners must complete the Social and Behavioral Research (SBE) course. Additional elective courses are available but not required to conduct human subjects research at the University.

External personnel included on protocols submitted to the Franklin University IRB may have completed human subjects training at other institutions or organizations. The IRB Office will review those training courses on a case-by-case basis to determine if they satisfy Franklin University requirements. External personnel who need to complete their training should follow the same procedures as Franklin faculty, staff, and students to complete the CITI course.

CITI courses keep training current for three years, after which time learners are required to complete a refresher course that updates the training for another three years. CITI will send an email reminder as the expiration date nears. Note the following policies regarding CITI training and the IRB:

- If a learner's training expires during any human subjects research project, all research activities must cease until the training has been updated.
- If a learner's training is set to expire within three months of the date an initial protocol is received by the IRB Office for review, CITI training must be refreshed before the IRB will issue project approval.
- Doctoral candidates must maintain current human subjects training certification for the duration of their candidacy at Franklin University (i.e., graduation or separation from the University).
- Human subjects training is required of anyone who assists in research; however, there are instances when it is not feasible for individuals to complete CITI training. For example, some international research is conducted in areas with limited or unreliable internet access, or on-the-ground assistants may not read or understand English. Please contact the IRB Office if a project requires community research assistants and the Principal Investigator (PI) anticipates challenges to this policy.

PROCEDURES

1. Log on to the CITI homepage, www.citiprogram.org, and click on the Register link.

2. Learners should affiliate with Franklin University and register using a Franklin University email address, which will link the CITI record to Cayuse. Learners who do not have a Franklin University email address should use the email address that matches the one uploaded to Cayuse.

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3. Franklin learners must complete the Social and Behavioral Research (SBE) course before submitting an application to the IRB.