

## Collaborative IRB Training Initiative (CITI)

The University of Kentucky Office of Research Integrity (ORI) is a contributing member and subscriber to the web based CITI training program. The UK CITI curriculum includes courses to meet the Institutional Review Board (IRB) training mandates and courses to meet Responsible Conduct in Research (RCR) training mandated by various funding agencies (*RCR funding agency information is available on the Office of Sponsored Projects Administration website - [www.research.uky.edu/ospa/info/news/10x01x21\\_nsfpolicy.html](http://www.research.uky.edu/ospa/info/news/10x01x21_nsfpolicy.html)*).

### CITI Registration Instructions

Type the following web address into your browser: <http://www.citiprogram.org/>. If you are a new user, you must register in CITI. Click on “**New Users Register Here**” link – you will then be prompted to

1. Choose your institution- Under “**Participating institutions**,” scroll through the drop-down box for “**University of Kentucky**”;
2. Select your Username and Password;
3. Enter your name: and
4. Enter your email address.

You will then be taken to a page asking you to submit contact information; you must enter the required information (marked with an asterisk). Some of the contact information is collected to better tailor the training program to specific audiences.

You may affiliate with **additional institutions**, such as the VA Medical Center, during your initial registration process or at any time from the **Main Menu**.

Once you submit your contact information, (or anytime you select “**Add a course or update your learner groups**”), you will be directed to a page entitled “**Select Curriculum – University of Kentucky**”.

### SELECT CURRICULUM

Choose training to meet Institutional Review Board (**IRB**) requirements **or** Responsible Conduct in Research (**RCR**) requirements.

CITI Collaborative Institutional Training Initiative

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**Select Curriculum - University of Kentucky**

Please make a selection below to view the available courses:

Choose one answer

**IRB**  
Human Subject Protection (HSP) Training lists courses available to meet the Institutional Review Board (IRB) training mandate at the University of Kentucky (English and Spanish)

**RCR**  
Responsible Conduct of Research (RCR) Training- lists RCR training options for various discipline or areas of research. Covers topics such as research misconduct, conflict of interest, mentoring, collaborative science, responsible authorship, etc. Required for some academic programs, grants, or funding opportunities. *[RCR training does not meet the IRB training mandate]*

**Contact the Office of Research Integrity (ORI) 859-257-9428 if you are unsure which course path is necessary for your research activities.**

Next Question
Cancel

**IRB**

For IRB training, choose from initial Human Subject Protection (HSP) training, (first time users), Refresher HSP training (3 year update) or optional courses (personal interest). Both initial and refresher HSP training will provide options appropriate for biomedical or social/behavioral research in both English and Spanish. Note: *the limited initial HSP training is restricted for a specified user and does not apply for general users.* Optional trainings are for personal interest and do not count toward any mandated training requirement.

Select Curriculum - University of Kentucky

Select a course:

IRB

Choose one answer

Initial Human Subject Protection (HSP) Training lists options available to meet the initial Institutional Review Board (IRB) training mandate at the University of Kentucky (English and Spanish)  
*Contact the Office of Research Integrity (ORI) at 859-257-9428 with questions.*

Refresher Human Subject Protection (HSP) Training lists HSP refresher options available to meet the three (3) year IRB re-certification requirement. You must have completed the Initial Human Subject Protection Training in order to complete the refresher training.  
*Contact the Office of Research Integrity (ORI) at 859-257-9428 with questions.*

Optional Courses additional courses of interest including HIPAA and Good Clinical Practice (GCP). (English and Spanish)

Next Question
Start Over

**RCR**

For RCR training, choose the version of RCR most applicable to your area of research. RCR training is required for grant proposals to certain funding agencies (i.e. National Science Foundation).

Select Curriculum - University of Kentucky

Responsible Conduct of Research - select the option applicable to your area of research.

***Covers topics such as research misconduct, conflict of interest, mentoring, collaborative science, responsible authorship, etc. Required for some academic programs, grants, or funding opportunities.***

**Please print and retain documentation of course completion for your files. RCR training records are also provided to the U.K. Office of Sponsored Projects Administration (OSPA) as documentation**

**Contact the Office of Sponsored Projects Administration (OSPA) at 859-257-8311 with questions. [RCR training does not meet the IRB training mandate]**

Choose one answer

Biomedical Responsible Conduct of Research Course

Social and Behavioral Responsible Conduct of Research Course

Physical Science Responsible Conduct of Research Course

Humanities Responsible Conduct of Research Course

Administrators Responsible Conduct of Research Course

Engineers Responsible Conduct of Research Course

No RCR course needed at this time.

Next Question
Start Over

At any time you may **Start Over** to select a different course, **Cancel** to return to the **Main Menu** or **Add a course or update learner groups** to enroll in available courses.

The **Main Menu** displays the courses you are enrolled in for the University of Kentucky. This Main Menu will be displayed each time you log into CITI.

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**Main Menu**

- This is the email address we have for you: [sbelin0@uky.edu](mailto:sbelin0@uky.edu). If this is not correct, please [edit or change your email address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) | [Change login information](#) | [CME/CEU credits](#)

**University of Kentucky** [View University of Kentucky instructions page](#)

You have enrolled for the following courses:

<a href="#">My Courses</a>	Status	Completion Reports	<a href="#">Voluntary Satisfaction Survey</a>
Human Research	Incomplete - <b>Re-enter</b>	Not Earned	Not Available

[Add a course or update your learner groups for University of Kentucky](#)

**University of Kentucky Learner Utilities**

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information](#) for University of Kentucky
- [Previous Coursework Completed](#)
- [CME/CEU credits for human subjects protection coursework](#)
- [Remove my affiliation](#) from University of Kentucky

Click on the “**Status**” column to **Enter or Re-enter** the course in which you are enrolled.

Upon entering your course, the “**Grade Book**” will be displayed which will track progress of module completion. Before beginning the course modules you will be prompted to complete the required **Integrity Assurance Statement**. CITI allows you to complete the course at your own pace. At any time while working on a group of modules, you are able to quit and return to the course at a later time. However, you must quit after taking the quiz for a particular module, not DURING the taking of that quiz, or your answers will not be recorded.

Upon successful completion of the course in which you are enrolled, click on **Completion Reports** to print a **Course Completion Certificate**. **PRINT THIS REPORT FOR YOUR RECORDS! This is your certificate of completion of the applicable training.** The CITI system will automatically email certification of course completion to the Office of Research Integrity (ORI). To insure you are given credit; however, please feel free to send a copy of the completion report to ORI, 315 Kinkead Hall, 0057 or by fax (859) 257-8995.

**Retain your CITI username and password in a secure location so that it will be available to you for potential future use.**

The **UK Learner Utilities** menu allows access to previous completed coursework.

UK Contacts:

Stephanie Morris  
[samo222@uky.edu](mailto:samo222@uky.edu)  
859-257-0582

Helene Lake-Bullock  
[hlbullo@uky.edu](mailto:hlbullo@uky.edu)  
859-257-9428

Belinda Smith  
[belinda.smith@uky.edu](mailto:belinda.smith@uky.edu)  
859-323-2446