

## Institutional Review Board Required Training in Protection of Human Research Participants

Anyone planning to conduct human subjects research at Guthrie must demonstrate basic understanding of how to protect the rights and welfare of human research subjects and document this by completing the IRB required training. This includes completing courses through the Collaborative Institutional Training Initiative (CITI).

To complete the training:

1. log onto <http://www.citiprogram.org>
2. register as a "new user"
3. choose a user name and password
4. select The Guthrie Clinic as the "participating institution"
5. select **Biomedical Research Investigators**

Upon completion, CITI provides a training certificate.

**This training is valid for five years.**

The Principal Investigator and Coinvestigators conducting research must submit documentation of formal training to the IRB. The IRB verifies that the Principal Investigator and Co-investigators have training in the conduct of human subject research prior to initial approval and at continuing review. The Principal Investigator is responsible to ensure that all research key personnel have documented training in human subjects protection prior to participation in research.

If the training requirements are not fulfilled, the investigator cannot initiate a new study until documentation of training has been submitted. Investigators or any study team member who have completed equivalent training at other institutions and wish to be excused from this requirement can submit documentation for evaluation by the IRB Chair or Vice Chair who will determine if the training is acceptable.

If it is determined that CITI training has expired, a research team member will have sixty days from the time of continuing review to complete their required training. On a case by case basis, the IRB Chair or Vice Chair will determine what further actions may need to be taken.

A copy of all completed training certificates should be submitted to the IRB office. Please contact the IRB Office with any further questions.

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