

**Johns Hopkins University Homewood IRB**  
**Steps for Creating a CITI Account and Completing the Required Human Subjects Research Training**

PLEASE BE SURE TO FOLLOW THE DIRECTIONS BELOW IN ORDER TO SELECT THE CORRECT TRAINING.  
IF YOU HAVE QUESTIONS, PLEASE CALL THE HIRB OFFICE AT 410-516-6580 BEFORE YOU BEGIN THE TRAINING.

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1. Go to: <https://www.citiprogram.org>
2. Create a new account or log on to your existing account:



- **NEW ACCOUNT:** If you are new user to the CITI Program, register to create an account by clicking on “Register” and complete the registration process. Select **Johns Hopkins University** as your Organization Affiliation, then enter your personal information and create your username and password. Select "Finalize Registration" and check your email to complete your registration. Please be sure to save this information as you will need it to log back into the system if you do not complete the training all in one sitting or if you later need to access your completion certificate.
  - **EXISTING ACCOUNT:** If you already have a CITI account, click “Log In” and sign in with your username and password. Either click on “Click here to affiliate with another institution” and select **Johns Hopkins University** as your Organization Affiliation or, if already affiliated with Johns Hopkins University, click on “Add a Course”.
3. Once you are logged in, select your curriculum by checking only the first box for “HIRB Training”. Then, click “Next”.

Note: You **DO NOT** need to complete the Responsible Conduct of Research (RCR) course for IRB purposes. If you choose to complete the RCR Course, you will still need to complete the HIRB Training.

Select Curriculum - Johns Hopkins University (1396)

\* indicates a required field.

\* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?  
Choose all that apply

Yes, I need to take the training in Human Subjects Research. (HIRB training).

Yes, I need to take the course on Responsible Conduct of Research (RCR).

Next Start Over

4. Select the most appropriate option for you:

- **If you have not previously taken** the HIRB’s “Basic Course in the Protection of Human Research Subjects”, please select “NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.” Then, click “Next”.
- **If you have previously taken** the HIRB’s “Basic Course in the Protection of Human Research Subjects”, please select “Yes. I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.” Then, click “Next”.

\* In order to place you in the appropriate course we need to know if you have previously completed the **Basic Course in the Protection of Human Research Subjects**.  
Choose one answer

**NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

**Yes. I have completed the CITI Basic Course** previously. It is time for me to complete the Refresher Course.

Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course , the IRB will require that you to come back the the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970, [@](#)).

Next Start Over

5. Select your curriculum. Then, click “Next”.

Note: Select “**Social & Behavioral Research Investigators**” if you are submitting an **Expedited or Full Board** application.

If you have reviewed the **Exempt** criteria and you feel your research fits into one category, or have been told by HIRB that your research will be **Exempt**, select “**Exempt Research**”. Please note that if your research is determined to not be Exempt, you will need to complete the “Social & Behavioral Research Investigators” modules.

If you are conducting research only as part of a classroom activity, select “**Classroom Protocols**”.

Select Curriculum - Johns Hopkins University (1396)

\* indicates a required field.

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

**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.

6. Indicate if you will also take the “Good Clinical Practice (GCP)” training modules. This training is required when involved in an NIH-funded clinical trial. Then, click “Next”.

Note: As of January 1, 2017, NIH-funded investigators and their research staff who are involved in the conduct of clinical trials (both FDA regulated drug or device studies, as well as behavioral interventions), as defined by the NIH, must complete Good Clinical Practice (“GCP”) training. This policy is now effective and applies to both new applications, and on-going programs.

The NIH definition of a clinical trial is: “A research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.”.

This definition encompasses trials that do not involve drugs or devices, and investigators should review the NIH definition for more detail: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-015.html> .

JHU investigators and their research staff who may be subject to this NIH requirement should complete the CITI GCP training module.

\* If you want to take Good Clinical Practice (GCP) please make your selection below.  
Choose one answer

Good Clinical Practice (GCP)

No, thanks.

**You may select this if you are not involved in a NIH-funded clinical trial.**

Next Start Over

7. Click on the applicable course title to begin your training. After reading the passage, complete the quiz at the end each module.

Note: You do not have to complete the course all in one sitting. The minimum "passing" aggregate score for the quizzes is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat a quiz.

Johns Hopkins University Courses			
Course	Status	Completion Record	Survey
Classroom Protocols Only	Passed 03/24/2015	View/Print Share	Post-course evaluation
IRB Members - Basic/Refresher	Passed 03/24/2015	View/Print Share	Post-course evaluation
Social & Behavioral Research - Basic/Refresher	Passed 03/24/2015	View/Print Share	Post-course evaluation

My Learner Tools for Johns Hopkins University

- Print your completion report certificate for your files by clicking on the “View/Print” link under the Completion Record column. Save a copy to your computer and include the certificate of completion in the “Finalize” section of the eHIRB application.

Note: You may return to the course site in the future to obtain a copy of the completion report or take the other offered courses.

Johns Hopkins University Courses			
Course	Status	Completion Record	Survey
Classroom Protocols Only	Passed 03/24/2015	<a href="#">View/Print</a> <a href="#">Share</a>	Post-course evaluation
IRB Members - Basic/Refresher	Passed 03/24/2015	<a href="#">View/Print</a> <a href="#">Share</a>	Post-course evaluation
Social & Behavioral Research - Basic/Refresher	Passed 03/24/2015	<a href="#">View/Print</a> <a href="#">Share</a>	Post-course evaluation

**Print your certificate of completion and include in the eHIRB form.**

