Completing Collaborative Institutional Training Initiative (CITI) Certification

**Purposes for CITI Certification**
Many universities require CITI certification for researchers prior to submitting a research protocol to the Institutional Review Board (IRB). Reasons for certification include
- Qualifying for federal research funds
- Avoiding or resolving disputes in research standards
- Preserving institutional ethical standards
- Maintaining research design integrity
- Establishing and maintaining credibility when publishing in peer-reviewed journals

Visit the [Shenandoah University IRB webpage](https://www.shenandoah.edu/irb) for information.

**Set up your CITI account**
- Go to [www.citiprogram.org](http://www.citiprogram.org)
- Click Register
- Search Organization: Shenandoah University
- Click Continue for Step 2
- Enter all requested information using your SU email address

**Enroll in a course**
- Select Shenandoah University Courses
- Complete the Integrity Assurance Statement
- Click Add a Course or Update Learner Groups

**Select your area of research**
- Health Professions and Psychology should select Biomedical Research Investigators
- Education and other non-biomedical researchers should select Social & Behavioral Research Investigators

**Student Researchers** may be able to complete the Student Module. Speak to your factually advisor to confirm which module you need to complete.

**What to expect**
Depending on the training module you select, you can expect up to 5-6 hours to complete training. You may log out at any time and return later to complete modules until finished.

Quizzes are given at the end of each module. Questions are formative rather than summative and quizzes may be retaken to achieve the required passing score of 80%.

**Questions?** Please email IRB Compliance Coordinator Krista Humphries at sucomply@su.edu.