

## **INSTRUCTIONS FOR ACCESSING MEDAILLE'S REQUIRED ETHICS TRAINING COURSE**

In order to submit an IRB application for review to the Medaille College Institutional Review (IRB), all individuals listed on the application must provide proof of ethics training. Medaille subscribes to the Collaborative Institutional Training Initiative (CITI) Program. As a subscriber, Medaille College faculty, staff, and students can freely access and complete CITI training courses that focus on research ethics, compliance, and professional education.

Three sets of instructions are provided below for accessing and completing your required CITI training (see pages 2 through 4). These directions differ based on whether or not you are already a member of CITI and whether or not your CITI account is already affiliated with Medaille. Choose the set of instructions that fit your situation best.

When you have finished your required CITI training, you will have the option of downloading an official CITI Completion Report. Please save your certificate and be sure to forward it as part of your final IRB application when you submit it for review.

We thank you for your cooperation and attention to these important ethical considerations. If you have any questions, please contact the Medaille College IRB at [IRB@medaille.edu](mailto:IRB@medaille.edu).

Sincerely,  
The Medaille College Institutional Review Board

**\*INSTRUCTIONS IF YOU DO NOT YET HAVE A CITI ACCOUNT\***

First, you will need to set up an account through the CITI Program, including a username and password.

- Go to the CITI Program homepage: <https://about.citiprogram.org/en/homepage/>
- Click on “Register” to create your CITI account
- Be sure to select “*Medaille College*” as your institutional affiliation. This will ensure that you can access and complete your CITI training course for FREE.
- At some point during your account set-up, CITI will ask you a number of profile questions which are designed to help CITI guide you to the appropriate training course(s) to complete. At some point a question will come up about what **your role is in research**. You will see a number of responses to select from, including *Principle Investigator*, *Student Researcher*, etc. Choose the response that fits you best, and be sure to do the same for any other profile questions. Once you have answered all of the profile questions, your CITI account will be created and your training course(s) will be available.

After completing the above steps, you should be able to access the training course(s) that CITI has chosen for you to complete:

- Log into your CITI account.
- You should see a page titled, ***Institutional Courses***. This page lists the institution(s) you are currently affiliated with. ***Medaille College*** should be listed as one of your institutions. Next to ***Medaille College***, click the button that says “*View Courses.*” You will now be taken to a page with all of your ***Active Courses*** for Medaille College. Most of the time, you will see a “Basic Course” – like the “***Social & Behavioral Research – Basic Course***” OR the “***Social-Behavioral-Educational – Basic Course.***” This “Basic” course is the ethics training course you will need to complete for Medaille’s IRB. Click on the course to access and complete it. When you are finished with the course, please download and save a copy of your **CITI Completion Report**, and be sure to submit it with your IRB application.

**Important:**

***\*\*IF CITI has added other courses to your account (besides the “Basic” course), you may complete them if you wish, but these courses are NOT required by Medaille’s IRB. The only course that is required is the **Basic Course**.***

***\*\*IF you do **NOT** see a “Basic” course listed, please contact Medaille’s IRB at [IRB@medaille.edu](mailto:IRB@medaille.edu) for assistance. Be sure your email includes the following information: your full name, discipline, organization/institution, role in research, and the specific title(s) of the course(s) that CITI has added to your account. It may be that CITI has chosen a different research ethics course for you to complete based on your discipline and/or role in research. By providing Medaille’s IRB with the above information, we can determine if one of the courses that CITI has chosen for you will meet Medaille’s ethics training requirement or we can assist you in finding a course that will.***

**\*INSTRUCTIONS IF YOU HAVE A CITI ACCOUNT BUT IT IS NOT AFFILIATED WITH MEDAILLE\***

If you already have a CITI account, but you are not yet affiliated with Medaille, you will need to add Medaille as one of your “Institutional Affiliations” by doing the following:

- Go to the CITI Program homepage: <https://about.citiprogram.org/en/homepage/>
- Log in to your CITI account.
- You should see a page titled, ***Institutional Courses***. This page lists the institution(s) you are currently affiliated with. Directly below your current affiliation(s), you will see, “*Would you like to affiliate with another Institution?*” Click the button to the right that says, “*Add Affiliation.*”
- In the search box, start typing “*Medaille College.*” When it appears as an option, click on it to select it as your institution. Two boxes will appear below Medaille College. Be sure to check (✓) both boxes and then click “*Continue.*”
- At this point you will need to answer a few basic questions. When you get to, “*What is your role in research?*” select the response that fits you best (*Principle Investigator, Student Investigator, etc.*).
- Once you answer all of CITI’s questions, ***Medaille College*** will now be listed as an affiliation on your ***Institutional Courses*** page. Next to ***Medaille College***, you will see a button that says, “*View Courses.*” Click on “*View Courses*” and you will see the **training course(s)** that CITI has chosen for you based on your responses to its profile questions. Most of the time, you will see a “Basic Course” – like the “***Social & Behavioral Research – Basic Course***” OR the “***Social-Behavioral-Educational – Basic Course.***” This “Basic” course is the ethics training course you will need to complete for Medaille’s IRB. Click on the course to access it and complete it. When you are finished with the course, please download and save a copy of your **CITI Completion Report**, and be sure to submit it with your IRB application.

**Important:**

***\*\*IF CITI has added other courses to your account (besides the “Basic” course), you may complete them if you wish, but these courses are NOT required by Medaille’s IRB. The only course that is required is the **Basic Course.*****

***\*\*IF you do NOT see a “Basic” course listed, please contact Medaille’s IRB at [IRB@medaille.edu](mailto:IRB@medaille.edu) for assistance. Be sure your email includes the following information: your full name, discipline, organization/institution, role in research, and the specific title(s) of the course(s) that CITI has added to your account. It may be that CITI has chosen a different research ethics course for you to complete based on your discipline and/or role in research. By providing Medaille’s IRB with the above information, we can determine if one of the courses that CITI has chosen for you will meet Medaille’s ethics training requirement or we can assist you in finding a course that will.***

**\*INSTRUCTIONS IF YOU HAVE A CITI ACCOUNT AND IT IS AFFILIATED WITH MEDAILLE\***

If you already have a CITI account that is affiliated with Medaille, you just need to add the ethics training course to your list of Medaille courses. To do so, follow the steps below:

- Go to the CITI Program homepage: <https://about.citiprogram.org/en/homepage/>
- Log in to your CITI account.
- You should see a page titled, **Institutional Courses**. This page lists all of the institutions you are currently affiliated with, which should include **Medaille College**. Next to **Medaille College**, click the button that says “View Courses.” You will now be taken to a page with all of your **Active Courses** for Medaille. In order to complete the ethics training, you will need to add it as one of your **Active Courses** for **Medaille College**. To do so, click on the “Learner Tools” button (located to the right of **Active Courses**).
- A box will appear titled, **Learner Tools for Medaille College**. Click below on “Add a Course.”
- You will be brought to a **Select Curriculum** page which includes 8 questions. **Question 1** asks you to choose a learner group based on your role and the type of human subjects activities you conduct. Select the 2<sup>nd</sup> option down: “**Social & Behavioral Research Investigators**.” Then scroll to the bottom of the page and click the “Submit” button.

*\*Optional: You may answer questions 2-8 to have CITI enroll you in other courses that may be relevant for your research.*

- Your “**Basic**” training course should now be available. From your **Institutional Courses** page, select the “View Courses” button (located to the right of **Medaille College**). Under your **Active Courses** for **Medaille College**, you should now see a “**Basic Course**” – like the “**Social & Behavioral Research – Basic Course**” OR the “**Social-Behavioral-Educational – Basic Course**.” This “Basic” course is the ethics training course you will need to complete for Medaille’s IRB. Click on the course to access it and complete it. When you are finished with the course, please download and save a copy of your **CITI Completion Report**, and be sure to submit it with your IRB application.

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**\*\*IF** you do **NOT** see a “Basic” course listed, please contact Medaille’s IRB at [IRB@medaille.edu](mailto:IRB@medaille.edu) for assistance. Be sure your email includes the following information: your full name, discipline, organization/institution, role in research, and the specific title(s) of the course(s) that CITI has added to your account. It may be that CITI has chosen a different research ethics course for you to complete based on your discipline and/or role in research. By providing Medaille’s IRB with the above information, we can determine if one of the courses that CITI has chosen for you will meet Medaille’s ethics training requirement or we can assist you in finding a course that will.