AUGUSTA UNIVERSITY
# MEDICAL COLLEGE OF GEORGIA

Center for Telehealth

## Are You Ready to Conduct Research?

Before you can conduct research or assist with a research project involving human subjects there are at least five things you must do. These instructions are for researchers affiliated with Augusta University.

☐ 1. Be HIPAA certified. To check if you have completed HIPAA training go to https://train.augusta.edu/d2l/home.           If not please complete the training.

☐ 2. Complete appropriate human subjects protections (CITI training) module(s).

☐ 3. Create an Institutional Review Board (IRBNet) account and User Profile at Augusta University.

☐ 4. Have an up to date CV or résumé, with the version date in the header.

☐ 5. Integrate your CITI training with your IRBNet account by adding it as an external account.

① You must be trained in human subjects protections appropriate to the research you will be involved in. The training provided by the Collaborative Institutional Training Initiative (CITI) is one of the most widely used. You must complete at least Group 1.

② If you have **not** completed your human subjects protections training (CITI training) you will need to complete **STEP 2**. If you have completed your CITI training please skip to **STEP 3**. **To complete CITI training**, go to the CITI website www.citiprogram.org.



1. You will need to register. Please be sure to save your user name, password, and CITI Member ID number, so that you can retrieve them later as needed.

2. In the box for Select Your Organization Affiliation type Augusta University. Click Continue to Step 2.

3. (CITI Step 2) Enter the required information.  **Use your @augusta email.** Click "Continue" to Step 3. (If you don't have an @augusta email use a personal email and you can update it later.)

4. (CITI Step 3) Enter the required information. Please be sure to remember to write down your username and password.  Click "Continue" to go to Step 4.

5. (CITI Step 4) Enter the required information. Click "Continue" to go to Step 5.

6. (CITI Step 5) Enter the required information. Click "Continue" to go to Step 6.

7. (CITI Step 6) Enter the required information. From the drop down menu choose your role in the research. (This will generally be investigator.) Click "Continue" to go to Step 7.

8. (CITI STEP 7) Select the responses that best characterize your research and whether or not you wish to take the Conflicts of Interest Course. Click "Complete Registration".

9. Click "Finalize Registration". You will see a message that "Your registration has been completed successfully". You will be affiliated with Augusta University. You can also select to be affiliated with another institution if appropriate.

10. **NOTE: In the top right corner next to log out you will see an ID number – save this, and keep it where you can access it later. You will need this number in order to add your CITI training as an external account to IRBNet.**

11. **You will need to complete the following modules: Group 1-FDA Regulated Research and Group 2-Non-FDA Regulated Research. If you plan on doing FDA approved studies, you will also need to complete the Good Clinical Practices module in CITI as well.**

12. **<span style="color:red">When you complete your training save a PDF copy of your certificate and print out a copy as well to keep for your files. This document will also have your ID number on it for reference. Please send a copy of your certificate to telehealth@augusta.edu. Please include your last name, first name and CITI Member ID # (with your number) in the subject line of the message.</span>**

13. The next time you log into https://www.citiprogram.org/ you may be asked to update your password. If you have forgotten your username or password you can retrieve them through the "Forgot Username or Password" link.

14. This completes your CITI training and profile – however you still need to set up a User Profile in IRBNet and add your CITI training as an external account to IRBNet along with a current version of your CV or résumé with the **date in the header** of the document. The instructions for how to do this are in the separate, "Setting up a Profile in IRBNet" instructions.