

Policy Statement on Online Training in the Use of Human Subjects

RMU has adopted the online training system in the protection of human subjects in research offered through the Collaborative Institutional Training Initiative (CITI*). CITI offers online courses in the responsible conduct of research and can be individualized for specific university (School) needs. In order to be in compliance with the program requirements, those listed below are required to complete this training:

- **Investigator:** Faculty, student, or staff submitting IRB application to conduct research.
- **Research Personnel:** Individuals working on research with an Investigator.
- **Informed Consent Document Receiver:** Individuals obtaining informed consent document from prospective participants.
- **Informed Consent Document Contact:** Individuals named as contact person in the informed consent document or recruitment materials.
- **Faculty/Staff Research Advisors:** Faculty/Staff advisor selected by Investigator.
- **IRB Committee Members:** Appointed members of the IRB responsible for reviewing IRB applications submitted by faculty, staff, or students.

Effective December 1, 2018, the IRB will not review an application unless the applicant has completed this training.

CITI allows for the tracking of individuals who have completed their respective training requirements. Thus, individuals who are required to complete training would complete only the training relevant in this area. Once the required modules are completed and have a cumulative passing score of 80%, CITI provides a completion report to the individual. The applicant is required to upload this report to his/her IRB application. Completion reports from another CITI institution may be accepted by RMU if they are current and comparable to the RMU required modules.

Individuals involved in Human Subjects Research (HSR) must complete training every three years. First time IRB users should complete a *Basic* course. Thereafter a *Refresher* course is required every five years (every three years for Good Clinical Practice (GCP) training.)

*<https://www.citiprogram.org/>