PACE UNIVERSITY

Office of Research

TRAINING REQUIREMENTS TO CONDUCT HUMAN RESEARCH
- For investigators performing research with human subjects -

All investigators performing research with human subjects are required to complete training through the Collaborative Institutional Training Initiative (CITI), in either the 'Social & Behavioral Research – Basic/Refresher' course or the 'Biomedical Research – Basic/Refresher' course. Training must be renewed every three years.

Additional training and education for investigators is provided by live sessions at the beginning of the academic year for student researchers and their faculty mentors, by guest lectures as requested by faculty for research-focused courses, by presentations to faculty councils and departmental meetings, and by the Office of Research newsletter.

The IRB may impose additional requirements regarding the training and experience of study personnel for projects that involve special populations, sensitive topics, or experimental procedures.

The Pace University Research Review System (PURRS) application allows the Principal Investigator to identify individuals who will not interact with subjects or have access to their identifiable information, but who require access to the electronic system as "Administrative" personnel. Administrative personnel are not required to have CITI training.

References: 'HRPP Policies and Procedures,' v. 1.0, dated 28-Apr-22, Sections 3.2.1.10 'Study Personnel' and 4.6.2.1 'Education and Training for Investigators'

Collaborative Institutional Training Initiative (CITI) Program
- How to log in, register, select curriculum, complete an active course, and add an affiliation -

To Log In: As of 20-Sep-22, Pace-affiliated faculty, staff, and students are now able to log in to their CITI account by using a [Single Sign On (SSO)] portal. It is no longer necessary to enter the unique account username and password created during the registration process.

For Pace-affiliated Researchers: To register, select curriculum, complete an active Pace University CITI course, or add an affiliation with Pace or another existing institution, follow the step-by-step instructions available at the pages referenced below:

— **Steps 1-6: How to Register:** To register (create) a CITI account affiliated with Pace for the first time, follow Steps 1-6 on pages 3-9;
— **Step 7: How to Select Curriculum:** To add a course, follow Step 7 on pages 10-12;
— **Step 8: How to Complete an Active Course:** Follow Step 8 on pages 13;
— **Step 9: How to Share a Course Completion Document:** Follow Step 9 on pages 14;
— **Step 10: How to Add an Affiliation with one or more organizations:** Follow Step 10 on pages 14-15.

For non-Pace affiliated researchers: Please email Christine Wallace, the Pace IRB Administrator, at paceirb@pace.edu for assistance:
— If you wish to register (create) a CITI account that is Pace-affiliated; or
— If you are already registered and have a CITI account with an institution other than Pace University and would like to affiliate with Pace.

Registering

If you are new to CITI Program and have never registered before, we recommend you start the process by going to the Pace IRB webpage 'Training Requirements' and clicking on the **Collaborative Institutional Training Initiative (CITI) Program** link provided, then select the **Register** button at the upper right-hand side of the webpage. (See Print Screen shot below).

After clicking on the 'Register' button, complete Steps 1-6, as follows:

Step 1: 'Select Your Organizational Affiliation:' The CITI webpage offers two options: You may create an account that is affiliated with a 'CITI Program subscriber organization' or an 'Independent Learner Registration' account. Under the heading 'Select Your Organization Affiliation,' do the following:

- Type 'Pace University' in the box Select Your Organization Affiliation;'
- Check the box "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials;"
- Check the box "I affirm that I am an affiliate of Pace University;"
- Click on the 'Register' button 'Continue to Create Your CITI Program Username/Password.'

(See Print Screen shot of 'Step 1' below).

A cautionary note: According to CITI's 'Terms of Service,' "claiming an active affiliation with a subscribing institution to which one is not entitled may be considered fraud and will result in disabling of all account credentials."

Step 2: 'Personal Information:'
   – Enter the required 'Personal Information' (i.e., First and last name, email address(es));
   – Enter your Pace e-mail address, if you have one, otherwise enter your preferred primary email address. Adding a secondary email address is recommended, but not required;
   – Click on the button 'Continue to Step 3.'

(See Print Screen shot of 'Step 2' below).

Step 3: Create a Username, Password, and Security Question and Answer:
- To create a username and password, follow the rules and instructions for creating your username and password listed on the webpage. (See Print Screen shot below);
- *A cautionary note: If there are any typographical errors in the Username, neither CITI Program, nor the Office of Research is able to change or correct it;*
- Create a security question and answer, then click on the button 'Continue to Step 4.'

(See Print Screen shot of 'Step 3' below).

≡CITI PROGRAM

LOG IN   LOG IN THROUGH MY ORGANIZATION   REGISTER

CITI - Learner Registration - Pace University

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

[   ]

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password   * Verify Password

[   ]   [   ]

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

[▾]

* Security Answer

[   ]

[Continue To Step 4]

New to the CITI Program? Read the getting started guide or watch the getting started video.

Need Help? Support Center

Step 4: 'Learner Registration:' Complete by:
— Selecting your 'Country of Residence' from the drop-down menu;
— Selecting 'Yes' or 'No' in answer to the question "May we contact you to provide information about other courses and services after you complete your CITI Program coursework?";
— Click on the button 'Continue to Step 5.'

(See Print Screen shot of 'Step 4' below).

Step 5: 'Continuing Education Unit (CEU) credit:' Answer the questions following "Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program Courses?" by selecting the choice most appropriate for you, then click the button 'Continue to Step 6.' Note that:
— Selecting 'Yes' simply qualifies you to obtain and purchase CEU credits once you have completed a CEU-eligible course; It does not obligate you to purchase CEU credits;
– Selecting 'No' will deactivate the CEU functionality in CITI's system, so CEU credits will not be available for purchase once you have started a course;
– If, at a later date, you wish to change your preference to 'Yes,' you may do so by clicking on the 'CE/CMEs' tab at the top of your CITI webpage and changing your 'CE Credit Status' from 'No' to 'Yes.'

(See Print Screen shot of 'Step 5' below).

CITI PROGRAM

LOG IN   LOG IN THROUGH MY ORGANIZATION   **REGISTER**

CITI - Learner Registration - Pace University

Steps: 1 2 3 4 **5** 6 7

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

○ No

If you picked "YES", please check below the one type of credit you would like to earn

○ Athletic Trainers - BOC Category A Hours
○ Dentists - ADA CERP Credits
○ Dietitians - CDR Continuing Professional Education Units
○ MDs, DOs, PAs - AMA PRA Category 1 Credits™
○ Nurses - ANCC CNE
○ Optometrists - COPE CE Credits
○ Other Participants - Certificates of Participation
○ Pharmacists - CPE Credits
○ Psychologists - APA Credits
○ Social Workers - CE Credits

[Continue To Step 6]

New to the CITI Program? Read the getting started guide or watch the getting started video.

Need Help? **Support Center**

Step 6: Answer the questions below the header "Please provide the following information requested by Pace University," which include your language preference, institutional email address, etc.;

— Note: In answering the 'Role?' question, please choose one answer from the drop-down menu which best describes your field of research and/or research role (e.g., Principal Investigator, Co-Investigator, Research Assistant).

(See Print Screen shot of 'Step 6' below).

CITI Instructions for Researchers v 3.0 10/7/22

Pace University requires Pace-affiliated study personnel who will be conducting human subjects research to have completed one of the two following CITI Program 'Human Subjects Research (HSR)' courses _prior_ to their receiving approval for their IRB initial IRB application:

— **'Biomedical Research:'** Choose this group to satisfy the training requirements for Investigators involved primarily in Biomedical research with human subjects; **or**

— **'Social & Behavioral Research:'** Choose this group to satisfy training requirements for Investigators involved primarily in Social and Behavioral research with human subjects.

If you wish to take one of the two required courses listed above, check the 'Human Subjects Research (HSR)' box, then click the 'Next' button. (See Print Screen shot of 'Step 7' below).

To select course(s): Review the list of active courses added to your profile displayed at the 'My Courses' tab and select the course you wish to complete, then click on the 'Continue Course' button. If you have more than one Institutional Affiliation, to show the courses that are part of your account with Pace, you must select "Show Courses for Pace University."
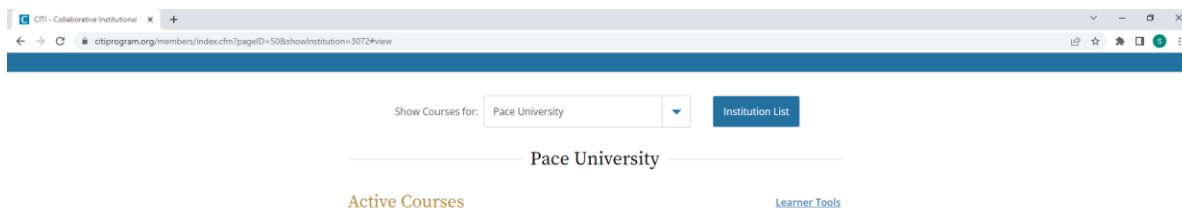
The active courses **added to your Pace-affiliated profile may be viewed by going to the** 'Pace University' webpage, then clicking on the 'View Courses' button. (See Print Screen shot above). This will take you to the 'Show Courses for Pace University' webpage which lists the active courses that Pace subscribes to that are currently part of your profile;
  — If the course(s) you wish to take are listed here, no further action on your part is needed;
  — If the course(s) you wish to take are not listed here, then scroll down to the 'Learner Tools for Pace University' section at the bottom of the page and click on 'Add a Course.'
  — If you are unable to find or add the course you are looking for, please email Christine Wallace, the Pace IRB Administrator, at paceirb@pace.edu for assistance.

CITI PROGRAM

LOG IN   **LOG IN THROUGH MY ORGANIZATION**   **REGISTER**

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

*

Pace University Courses

Please make your selection below to enroll in the appropriate courses.

Choose all that apply

☐ Human Subjects Research (HSR)

☐ Revised Common Rule

☐ Responsible Conduct of Research (RCR)

☐ Conflicts of Interest (COI)

☐ Information Privacy & Security (IPS)

☐ Animal Care and Use (ACU)

☐ COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing

Next

New to the CITI Program? Read the getting started guide or watch the getting started video.

Need Help? Support Center

— Select the course most appropriate for you, given your field of study or discipline, or expertise.

— Training Requirements for Administrative Personnel: As noted above on page 1, administrative personnel are not required to have CITI training. See 'HRPP Policies and Procedures at Section **3.2.1.10 'Study Personnel'** for details.

Step 8: How to Complete an Active Course

To complete an active course, do the following:

–   Select Active Course: Review the list of active courses added to your profile displayed at the 'My Courses' tab and select the course you wish to complete, then click on the 'Continue Course' button;

–   'Assurance Statement:' After clicking on the 'Continue Course' button, an 'Assurance Statement' will be displayed if this is the first time you are visiting this CITI webpage. To begin the course, check the box "I AGREE to the above, the **Terms of Service**, and the **Privacy and Cookie Policy**, in order to access CITI Program materials" and then click on the 'Submit' button;

–   Required Modules: As soon as you have completed the first required module, the next module in the course will then become available and the 'Start' button for it becomes clickable;

–   Supplemental Modules: There are a number of supplemental modules that Pace has made available to the Pace research community. These are not part of the required course and may be accessed at any time and in any order by clicking on the 'Start' button associated with each module;

–   Quizzes and Grade for a Course: After making your selections on a quiz and submitting them, you will receive feedback on each answer. You may retake any quiz to get a better score or just move on to read the next module. Your progress will be reflected as you complete the module quizzes;
    o   To complete and pass a required course, you must achieve an average minimum passing grade on the quizzes associated with the required modules set by Pace University;
    o   Note that for some courses Pace has specified a required minimum grade per quiz, in addition to the minimum average score for the quizzes overall. If set, you must also meet this requirement to pass;
    o   Pace may also include Supplemental (optional) modules with a course. These are entirely optional, and scores on the associated quizzes do not affect passing requirements. You may return to the course at a future time to review these modules, if you prefer;

–   Once you meet the course passing requirements, the results will be automatically uploaded (once every 24 hours) and displayed in the Pace University Research Review System (PURRS). As of 16-Aug-22, when PURRS went live, you no longer have to upload or include your CITI certificate(s) in your IRB application.

Step 9: How to Share a Course Completion Document

CITI Program offers two kinds of documentation to reflect completion of a course: 'Completion Reports' and 'Completion Certificates.'   Both are available from the 'My Records' tab for courses completed under all institutional affiliations or as an Independent Learner:

‒ 'Completion Reports' are "transcripts" that include all quiz scores. Part 1 shows scores at the time you completed and passed the course. Part 2 reflects any subsequent quiz attempts;

‒ 'Completion Certificates' are "diplomas" that do not include quiz scores. They are more suitable for sharing with the IRB, a colleague, or on sites like LinkedIn;

‒ Each 'Completion Report' and 'Completion Certificate' has a unique "verify" link that you can send to others to share your results (or use for online posting);

As of 16-Aug-22, Pace went live with the new Pace University Research Review System (PURRS) electronic platform. Now that PURRS is on-line, it is no longer necessary for you to upload a copy of a Completion Report or Certificate to PURRS as part of an IRB application. PURRS will automatically send a copy of the completion document to the Pace IRB Administrator via an automated data transfer.

Step 10: How to Add an Affiliation with one or more organizations

On the 'Affiliate with an Institution' page, in the text box under the sentence "To find your organization, enter its name in the box below," enter the first few letters of the institution that you wish to affiliate with, then pick from the list of choices provided. Select the institution you wish to affiliate with and agree to both the 'Terms of Service' and affirm you are an affiliate of the institution selected.

If you wish to affiliate your CITI account with Pace University, for example:
— Type in the word 'Pace University,' then select 'Pace University' from the drop-down list;
— You will be required to agree to the terms of service to continue, so click on the check box next to "I AGREE to the Terms of Service for accessing CITI Program materials;"'
— Next, you must affirm your affiliation with Pace by clicking on the check box next to "I affirm that I am an affiliate of Pace University," then click on the 'Continue' button;
— The next page displayed will ask a variety of questions which are required by the institution, such as institutional email address, etc. After completing at least the required fields (which are marked with a red asterix), you will then be affiliated and can proceed to the 'Select Curriculum'

webpage.

Note: According to CITI, if you would like to receive credit for modules previously taken, the following requirements must be met:
— To transfer course credit between institutions, you will need to be affiliated with both institutions (your previous institution and your new institution);
— When you are affiliated with both institutions, enroll in the courses that need to be transferred. You will need to enroll in the same stage of the course (Basic / Refresher) for a transfer to occur;
— Each institution determines the time frame in which modules are transferable. This time frame can span any time between 1 and 10 years. Some institutions opt out of this option and do not allow module completion credit to transfer.

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