



**NOVA SOUTHEASTERN UNIVERSITY**  
Office of Grants and Contracts  
Institutional Review Board

**MEMORANDUM**

**DATE:** January 13, 2005

**TO:** All Researchers (Principal Investigators & Co-Investigators)  
Faculty who Conduct Research

**FROM:** Nova Southeastern University – Institutional Review Board

**RE:** Required Training in Human Subjects Research

As part of NSU's desire to meet increasing federal requirements on human subjects research and the desire of NSU to insure that our research meets the highest ethical standards in the protection of human subjects, NSU has adopted the CITI training course on human subjects research as a requirement for all individuals involved in human subject research. This includes all studies which involve human subjects in any manner as well as research on medical, psychological, educational, or other records derived from individuals. The CITI course is available for completion by all researchers at NSU. The specific details for accessing the coursework appropriate to your college are attached.

We are asking all principal investigators to take this course as soon as possible to prepare them for the training of all personnel involved with their research work. Beginning April 1, 2005, the IRB will require that all individuals identified as investigators or co-investigators have completed the CITI course certification. This will apply to all new proposals, revisions, and renewals. Beginning July 1, 2005, all protocols submitted to the IRB will require that all staff, students, and volunteers (as members of the research team) involved in a human subjects study have achieved CITI certification before a study may begin or continue.

The training is available immediately to everyone at NSU at no cost to individuals. We urge you to complete the training as soon as possible and to have your research staff and students do the same so that there are no delays in the approval of your research applications or renewals. The course will present you with a great deal of important information which should also aid you in the planning and execution of your research projects and insure the highest standards for NSU research. Please feel free to contact myself, the IRB office, or your center IRB representative if you need further information or clarification.

## CITI Information

The CITI program is an online program designed to provide information and training to individuals involved with human subjects research. Each college/center selected which modules individuals would complete.

Directions for logging on to CITI:

1. Go to <http://www.citiprogram.org>
2. Click on Register for Course
3. Pull down on the section that reads "All Others" and you'll find NSU in alpha order.
4. Click on submit.
5. Create a login and password and click submit. We advise you to use the same username as you have here at NSU.
6. Complete the demographic information. Be sure to put the correct department information. For students, this should be the center/school you are in, not the academic degree you are pursuing. For example, if you are Fischler School of Education and Human Services student, you would put Fischler School of Education and Human Services, not EdD in Organizational Leadership or Leadership.
7. You will then come to a screen that asks you to select which learning group you belong to. In most cases, this should be the same as the department you put in #6. In some instances, some centers have more than one learning group, please check the description or title of the group for the one that best describes your status at NSU. Then click submit.
8. You should then see your Learner's Menu (you may have to login again).
  - a. Click on "Basic Course." This will then present all of the required modules (and any optional ones selected by your college/center). In order to complete the CITI program, you must successfully complete all of the required modules with a minimum of a 90% passing on all of the end of module examinations. Examinations may be repeated to improve scoring.
  - b. On the Learner's Menu is also an option (4th down) of Institutional Instructions. We encourage you to review that page as it provides information on the CITI program for NSU faculty, staff, and students.