

## **Dartmouth College CPHS Guidance for completing CITI online courses:**

Create an account

Register

Create an account at: <http://www.citiprogram.org/>

Fill out the profile information then choose your affiliation: **Dartmouth College**

**Please note:** if your work involves Dartmouth-Hitchcock including any collaboration with Dartmouth-Hitchcock, please also select “**Dartmouth-Hitchcock Health**”

Dartmouth College provides access to several modules including:

IRB modules (see groups 1 -3 below)

RCR module: Responsible Conduct in Research

COI module: Conflict of Interest

GCP module: Good Clinical Practice

IACUC module: Animal Care & Use

**Make sure you are doing the correct course before you start!**

### **IRB Modules**

**Course selection process: (Human Subjects Research courses only)**

- Group 1 Biomedical Research Basic Course
  - Group 2 Social/Behavioral Research Basic Course
  - Group 3 Biomedical Data or Specimens Only Research Basic Course
  - Group 4 IRB Members Only Course
- (Each Group has Refresher Courses)**—only complete a Refresher Course if you previously completed a Full Basic Course, one of the in-person sessions, or Human Subjects Protection training at another facility—our office will need to verify this)

Question 1:

Select the group appropriate to your research activities:

- Group 1: This course is suitable for students, faculty and staff conducting BIOMEDICAL RESEARCH with human subjects.
- Group 2: This course is suitable for students, faculty and staff conducting SOCIAL / BEHAVIORAL RESEARCH with human subjects.
- Group 3: Biomedical Data or Specimens Only Research
- Group 4: IRB Members

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Question 2:

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

- I have not previously completed an approved Basic Course.

When the CITI system prompts you to take a Refresher Course (every 3 years), Question 2 selection would be one of the choices below:

- Group 1: This course is suitable for students, faculty and staff conducting BIOMEDICAL RESEARCH with human subjects.
- Group 2: This course is suitable for students, faculty and staff conducting SOCIAL / BEHAVIORAL RESEARCH with human subjects.
- Group 3: Biomedical Data or Specimens Only Research

**The Dartmouth College CPHS/IRB office only requires one of the above listed courses (Groups 1-3).**

\*\*If you are also involved in **clinical research**, you may also be required to complete [The Good Clinical Practice module](#), in addition to the HSP training modules.

\*\*If you are receiving funds from the **National Science Foundation** you are required to complete a [Responsible Conduct of Research \(RCR\) module](#), in addition to the CPHS required modules.

These modules are selected in Question 3; however, you do not need to make this selection if you only need to fulfill the CPHS/IRB Human Subjects Protection training requirement.

Answer Question 4 (Conflict of Interest Mini-Course)

All key personnel receiving research funding from the public health service (PHS) must complete training in Financial Conflict of Interest. Education is mandated "prior to engaging in research related to any PHS-funded grant and at least every four years, and immediately" when any of several conditions apply, such as a change in institutional policy, a researcher is new to the institution, or when a researcher is found to be out of compliance.

[Read more about this option.](#) on the OSP website.

On-line: Collaborative Institutional Training Initiative (CITI) Program. The Conflict of Interest Mini-Course, which consists of two brief on line training modules, is now available on the [CITI curriculum](#).

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[Download Quick Guide to Completing The Conflict of Interest Mini-Course on CITI](#)

Click <**Submit**>

**Instructions for CITI Learners:**

<https://www.citiprogram.org/citidocuments/dartmouth/citiinstructions.html>

If you have any questions about course selection, Please Contact the CPHS Office: (603) 646-6482 or email [cphs@dartmouth.edu](mailto:cphs@dartmouth.edu)

The Basic IRB Courses can take 4-6 hours to complete.

Again, make sure you are doing the correct course before you start!