

**Collaborative Institutional Training Initiative (CITI Program)**

**What is CITI Training?**

The Collaborative Institutional Training Initiative is the online training program used at Mercy College for training all personnel conducting research involving human or animal subjects.

**CITI Mission Statement**

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to promoting the public’s trust in the research enterprise by providing high quality, peer-reviewed, web-based educational courses in research, ethics, regulatory oversight, responsible conduct of research, research administration, and other topics pertinent to the interests of member organizations and individual learners.

These materials are designed and regularly updated to:

* Enhance the knowledge and professionalism of investigators, staff, and students conducting research in the United States and internationally.
* Educate members, administrators, and leadership of ethics committees that review and oversee research.
* Promote ethical research at organizations through the education of research administrators and organizational leadership.
* CITI Program content is designed to be a component of an overall foundation of training for an organization's affiliates.

**Who is Required to Take CITI Training?**

In accordance with Mercy College’s Responsible Conduct of Research (RCR) Policy (noted below), all Mercy College research personnel, including principal investigators, co-investigators, faculty sponsors, student investigators, and any researcher who is directly involved in research including research with human or animal subjects, must complete CITI training. In addition, the CITI training program must be completed prior to receipt of IRB approval of a new or existing application.

**Statement of Mercy College RCR Policy**:

*It is the policy of Mercy College that all faculty, staff, graduate and undergraduate students involved in research must complete training in the Responsible Conduct of Research. Trainees engaged in research at the undergraduate or graduate level will receive instruction in ethical considerations and decision making in RCR that is appropriate for their disciplines and stage of research education and curricula. Faculty and staff must complete RCR training for all grant-funded research regardless of which agency sponsors their research. It is the responsibility of the Principal Investigator or Project Director to ensure that all applicable team members are informed of this requirement and that the requirement has been met. Mercy College’s policy for the Responsible Conduct of Research (RCR) is intended to comply with the requirements of the National Science Foundation (NSF) and the National Institutes of Health (NIH). A complete copy of Mercy College’s RCR policy is available at* <https://www.mercy.edu/academics/research-and-grants/responsible-conduct-research-policy>

*on the Mercy College webpage.*

**How to Register and Sign up for CITI Training?**

You must first register on the CITI website and indicate Mercy College as your institutional affiliation. Learners can register for a CITI account here: <https://www.citiprogram.org/index.cfm?pageID=154> You will be prompted to create a username and password. (It is **not possible** to log in through the “Log In Through My Institution” option.) Once you have created a username and password, please log in at: <https://www.citiprogram.org/index.cfm?pageID=14>

**How is CITI Training Organized?**

Several courses have their own sets of required and optional modules (that is, modules that do not count towards passing the course or change the overall score). Courses available through Mercy College include:

* **Responsible Conduct of Research (mandatory for all researchers)**
* **Human Subjects Research (mandatory for all researchers working with human subjects)**
* Information Privacy and Security
* Research Conflicts of Interest (COI)
* Good Clinical Practice
* Institutional/Signatory Officials and IRB Chair
* Revised Common Rule
* Animal Care and Use

When signing up for the **Responsible Conduct of Research** course, you will need to enroll in the Basic Course for one of the available learner groups, which are distinguished by disciplines (e.g., Biomedical, Social and Behavioral, Humanities, etc.)

When signing up for the **Human Subjects Research course**, you will need to enroll in the Basic Course for one of the available learner groups, which are distinguished by types of human subjects activities (e.g., Biomedical, Social and Behavioral, laboratory specimens only, etc.)

**CITI Training Requirements for Mercy faculty and staff**

Mercy faculty and staff engaged in research involving human subjects must complete the following

courses:

1. Human Subjects Research
2. Responsible Conduct of Research

**CITI Training Requirements for Mercy students (primary role)**

1. \*Human Subjects Research

\*If a student is engaged in research not involving human subjects, the student can complete an alternative CITI course as determined by their instructor if it is most relevant to their studies, per approval by the Office of the Provost.

**All other courses listed are optional and can be completed at the individual’s discretion.**

**CITI Research Training Completion**

The approximate time to complete CITI training varies depending upon the type of module and capability of the learner. In general, a module takes at least 15 minutes to complete. CITI learners do not need to take the entire course in one sitting. Aggregate test scores of at least 80% are needed to pass the training. Upon completion of the CITI course modules, learners will receive for future reference an electronic certificate indicating date of completion. Learners should submit copies of training certificate(s) to these Mercy College personnel:

* Associate Provost for Research, Grants, and Academic Initiatives ([sfisher@mercy.edu](mailto:sfisher@mercy.edu))
* Director, Office of Sponsored Programs ([jpartenza@mercy.edu](mailto:jpartenza@mercy.edu))
* Research and Grants Coordinator ([research@mercy.edu](mailto:research@mercy.edu))

**CITI Refresher Course**

CITI training must be renewed every 4 years for all research personnel. You may take the CITI refresher course up to 180 days (or 6 months) prior to the expiration date of your current CITI training

**Contact Info**

For questions about CITI training at Mercy College, please contact our Research and Grants Coordinator at [research@mercy.edu](mailto:research@mercy.edu).