1. PURPOSE
1.1. Training on the protection of human subjects is a critical component of all research endeavors. Therefore, training is required for all researchers. The purpose of this policy is to describe the training and educational requirements for all individuals engaged in human subjects research.

2. DEFINITIONS
2.1. Collaborative IRB Training Initiative (CITI): is an on-line educational training course that provides relevant, up-to-date information on the protections of human research subjects in the format of instructional modules. The modules are divided into two groups, social/behavioral and biomedical.

3. POLICY
3.1. The Principal Investigators (PI) and Research Staff (Study Team Members) should be qualified for their research roles by education and experience including knowledge of all applicable laws, regulations, and guidance.
3.2. UGA has chosen to subscribe to the CITI program for all of its online research based training. All UGA researchers who are engaged in human research must complete an educational program on ethics and procedures for the use of human subjects research from CITI before the IRB may review a submission. See Policy and Procedure: Engagement Determination.
3.2.1. The specific module required is based upon the type of research being conducted, either social/behavioral or biomedical.
3.2.2. CITI provides additional optional modules (e.g., for research involving special/vulnerable populations or Internet research) that may be required for a particular submission.
3.3. Individuals must earn an overall 80% grade or better to pass the course.
3.4. Certification is valid for five years. At that time, it is necessary to complete a Refresher Course.
3.5. The PI is responsible for ensuring that all personnel are properly trained before submitting an initial study or a modification to add study team members.
3.6. If education requirements are not satisfied, a submission will not be considered complete by the IRB. The review process will only commence once the submission has been determined to be complete.
3.7. Non-UGA Collaborators may either complete CITI training or complete equivalent training from their affiliated institutions. This equivalent training should be renewed every 5 years.
3.8. IRB staff is available to provide in-person training, Question and Answer presentations, workshops, and round-table discussions at the request of any faculty or student group or instructor.

4. PROCEDURES: Researchers
   4.2. From the CITI home page, the researcher will choose University of Georgia Courses under the Main Menu.
   4.3. To select a course to complete, the researcher will choose “Add a Course or Update Learner Groups.”
   4.4. Under the heading “Human Subjects Courses (IRB),” the researcher will choose the appropriate course related to the research to be conducted – either Social and Behavioral Research or Biomedical.
      4.4.1. Researcher may also choose additional modules based on the research to be conducted such as Children, International, Internet, and Prisoners.
   4.5. The researcher will complete all modules in each course related to the research to be conducted.
   4.6. CITI records should be visible in the electronic application system the following day upon completion.
      4.6.1. If CITI completion records are not visible in the electronic application system the following day, researcher should contact the IRB Staff for assistance.
   4.7. Certification for Non-UGA Collaborators must be attached when adding the researcher to the application.
      4.7.1. If the Non-UGA Collaborator needs access to the UGA CITI training portal, contact the IRB Staff for assistance.

5. PROCEDURES: Institutional Review Board
   5.1. The IRB Staff ensures training is current for UGA and Non-UGA investigators before an IRB submission is reviewed.
   5.2. If a researcher has difficulty with CITI training records not populating in the electronic application system correctly, the IRB Staff will assist by communicating with the researchers and CITI for resolution.
      5.2.1. If no resolution is possible, the IRB Staff may manually add CITI training records, if necessary.
6. MATERIALS
   6.1. None

7. RESOURCES
   7.2. Policy and Procedure: Engagement Determination