



Collaborative Institutional Training Initiative (CITI Program)

What is CITI Training?

Mercy University partners with the Collaborative Institutional Training Initiative to provide virtual training for all personnel who are engaged in research involving human or animal subjects.

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 University's Responsible Conduct of Research (RCR) Policy (noted below), all Mercy University 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 University RCR Policy:

It is the policy of Mercy University 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 University 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 University's RCR policy is available at <https://www.mercy.edu/media/responsible-conduct-research-policy> on the Mercy University webpage.

How to Register and Sign up for CITI Training?

You must first register on the CITI website and indicate Mercy University 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> . See pages 4-5 of this guide for step-by-step instructions.

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 University 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
- Research Study Design

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

** With the approval of the Office of the Provost, a student who is engaged in research not involving human subjects may complete an alternative CITI course relevant to their studies as determined by their instructor.*

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 the Research and Grants Manager (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 University, please contact our Research and Grants Manager at research@mercy.edu or reach out to one of the following individuals:

- Associate Provost for Research, Grants, and Academic Initiatives (sfisher@mercy.edu)
- Senior Director, Office of Sponsored Programs (jpartenza@mercy.edu)

How to enroll in CITI PROGRAM courses

First, if you are not already registered, visit the CITI Program website and [create a new account](#).

NOTE: Mercy University does not use Single Sign On (SSO) authorization for the CITI Program.



CLICK "Select Your Organization Affiliation" and type "Mercy University" into the search bar on the next page and follow the prompts to create your account.



CITI Course Registration.

Mercy students are only required to take the Human Subjects Research (HSR) course. Faculty and staff are required to take both Human Subjects Research and Responsible Conduct of Research (RCR) courses.

This question is required. Choose all that apply.

- Human Subjects Research (HSR)**
Mercy students are only required to take the Human Subjects Research (HSR) course. Faculty and staff are required to take both Human Subjects Research and Responsible Conduct of Research (RCR) courses.
- Responsible Conduct of Research (RCR)**
Mercy faculty and staff are required to take both Human Subjects Research and Responsible Conduct of Research (RCR) courses.
- Optional Courses**

[Start Over](#) [Next](#)

You will then be prompted to select courses. **Faculty and Staff must complete both the Responsible Conduct of Research (RCR) and Human Subjects Research (HSR) courses; students must complete only HSR.**

Select Curriculum

Mercy University

Human Subjects Research (HSR)

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

This question is required. Choose one answer.

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

Start Over

Next



CHOOSE the appropriate Learning Group(s) for your discipline



Select Curriculum

Mercy University

Responsible Conduct of Research (RCR)

Please choose one learner group below based on your role for the Responsible Conduct of Research course. You will be enrolled in the Basic Course for that group.

This question is required. Choose one answer.

- Biomedical Responsible Conduct of Research Course**
- Social and Behavioral Responsible Conduct of Research Course**
- Physical Science Responsible Conduct of Research Course**
- Humanities Responsible Conduct of Research Course**
- Responsible Conduct of Research for Engineers**

Start Over

Next

Courses Ready to Begin

[Learner Tools](#)

Mercy University
Social & Behavioral Research
Stage 1 - Basic Course

0 / 14 modules completed

[Start Now](#)

Mercy University
Social and Behavioral Responsible Conduct of Research
Stage 1 - RCR

0 / 9 modules completed

[Start Now](#)

Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

Learner Tools for Mercy University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)

Congratulations! You are now enrolled in one or both of the required courses.
CLICK Start Now to begin learning.

**Want to enroll in additional Optional courses?
CLICK Add a Course**



CITI Course Registration.

Mercy students are only required to take the Human Subjects Research (HSR) course. Faculty and staff are required to take both Human Subjects Research and Responsible Conduct of Research (RCR) courses.

This question is required. Choose all that apply.

- Human Subjects Research (HSR)**
Mercy students are only required to take the Human Subjects Research (HSR) course. Faculty and staff are required to take both Human Subjects Research and Responsible Conduct of Research (RCR) courses.
- Responsible Conduct of Research (RCR)**
Mercy faculty and staff are required to take both Human Subjects Research and Responsible Conduct of Research (RCR) courses.
- Optional Courses**

[Start Over](#) [Next](#)

Choose "Optional Courses" and follow the prompts to select desired courses.
Remember to download your Completion Certifications!