**Required Training**

Suffolk University offers the Collaborative Institutional Training Initiative (CITI) program as its Human Subjects Research Ethics Training Curriculum. All individuals working directly with human subjects, or data that can be linked back to individual subjects, must complete human subjects research training requirements every three years. Research protocols will not be reviewed prior to the completion of training by all study team personnel. To complete CITI you must first register by [visiting the training log-in webpage,](http://www.citiprogram.org/) clicking on the ‘Register Here’ link and affiliating yourself with Suffolk University as the Participating Institution. Initial training requirements can be met by completing the Basic Course for Social and Behavioral Research Investigators. In addition to the training modules available through CITI, training is available on-line through E-College or can be customized and delivered in person to various audiences by request.

**Instructions for CITI Courses**

1. Sign up/login to [www.citiprogram.org](http://www.citiprogram.org)
2. Go to the Main Menu
3. Under Suffolk University Courses select **Add a Course** or **Update Learner Groups**
4. Question One:
   1. If you are an *investigator or* *study team personnel,* select: **Social & Behavioral Research Investigators**
   2. If you are an *IRB Member*, select: **IRB Members: This Basic Course is appropriate for IRB or Ethics Committee Members**
5. Question Two: Select: **Not at this time**
6. Question Three: This is **optional**, unless otherwise noted by the IRB
7. Click **Submit** and begin your course
8. After you have completed the courses, save the certificates of completion/reports in PDF format for submission