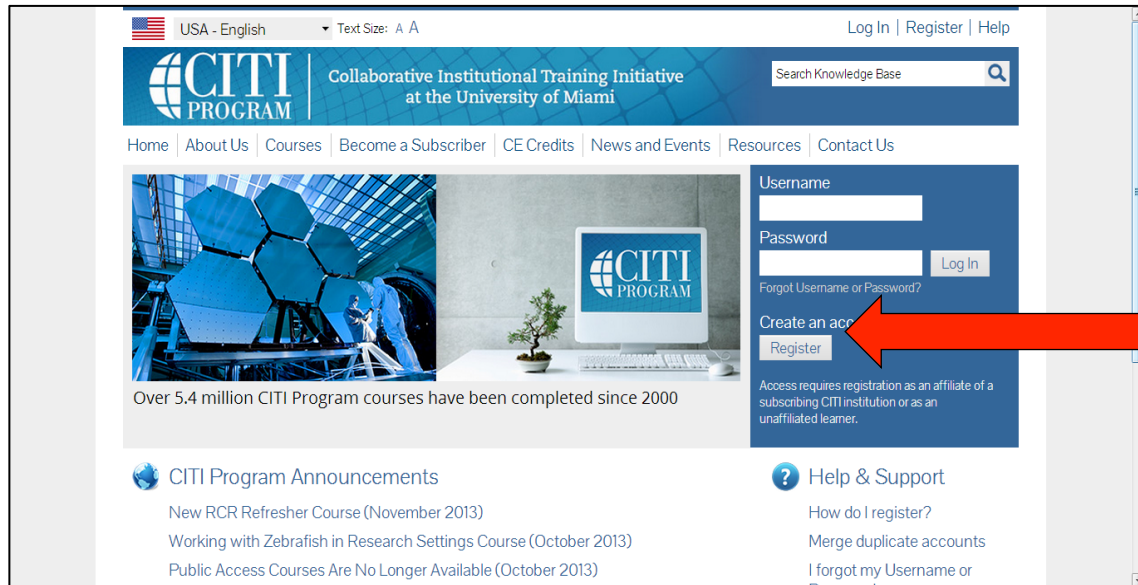
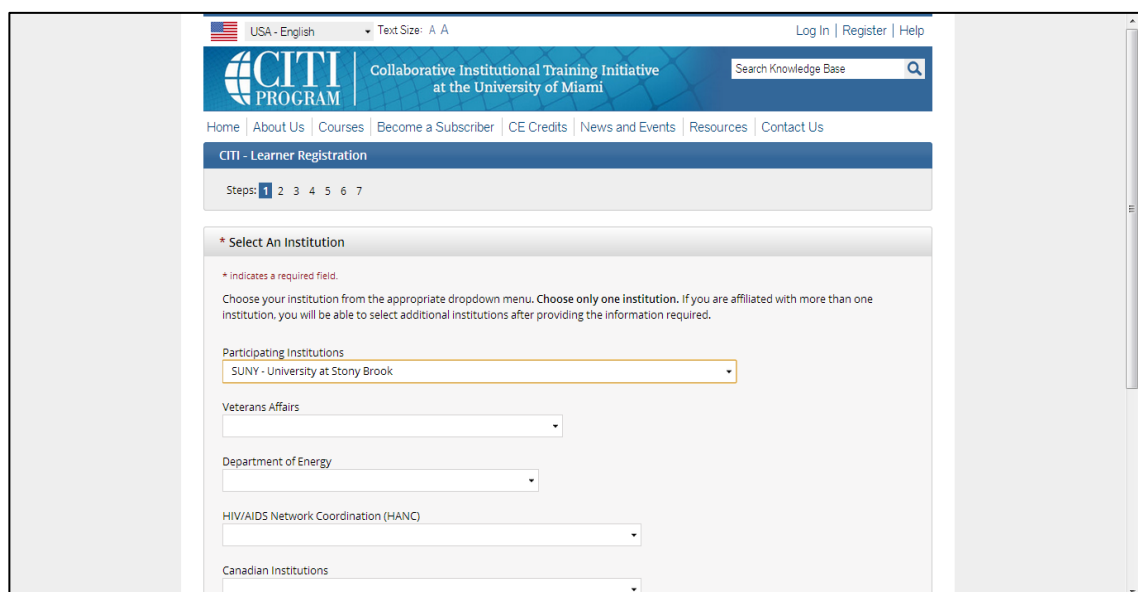


# Completing the CITI and HIPPA trainings for Stony Brook Research Assistants

To complete the CITI training, go to [www.citiprogram.org](http://www.citiprogram.org) and click “Register” to create an account



Step 1: Choose “Suny-University at Stonybrook” and click “Continue to step 2”



## Step 2: Complete personal information

The screenshot shows the CITI Learner Registration form at Step 2. The page header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar. Navigation links include Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The registration progress bar shows steps 1 through 7, with step 2 highlighted. The "Personal Information" section contains the following fields:

- \* First Name
- \* Last Name
- \* Email Address
- \* Verify email address
- Secondary email address
- Verify secondary email address

A note states: "We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address." A "Continue to Step 3" button is located at the bottom of the form.

## Step 3: Create username, password and security question

The screenshot shows the CITI Learner Registration form at Step 3. The progress bar indicates step 3 is active. The "Create your Username and Password" section includes the following instructions and fields:

- \* User Name: Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.
- \* Password and \* Verify Password: Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".
- \* Security Question: Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

## Step 4: Gender and ethnicity

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

### Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ  
Why does CITI Program use these categories? ⓘ  
Why does CITI Program ask about your gender? ⓘ

\* Indicates a required field.

**\* Your Gender Is:**

Male  
 Female  
 I would rather not disclose

**\* Your Ethnicity Is: (You may choose only one)**

Hispanic or Latino ⓘ  
 Not Hispanic or Latino  
 I would rather not disclose

## Step 5: Check “no” for receiving Continuing Education Credit.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* Indicates a required field.

**\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

Yes  
 No  
 Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

AMA PRA Category 1 Credits  
 Nurses (CNE Credits)  
 Other  
 Psychologists (CEP Credits)

Step 6: Personal Info including SBU Email, Role in Research, SBU ID and address.

CITI - Learner Registration

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by SUNY - University at Stony Brook

\* indicates a required field.

Language Preference  
▼

\* Institutional email address  
\_\_\_\_\_

\* Gender  
▼

\* Highest degree  
▼

Employee Number  
\_\_\_\_\_

\* Department  
\_\_\_\_\_

\* What is your role in research?

Step 7: Finalize the course enrollment. Only need to complete the following two:

1. The Responsible Conduct of Research (choose Social Behavioral)
2. Human Subjects Protection (but not the Animal Welfare module)

➔ **Check Box 1 and 3**

\* indicates a required field.

\* THERE ARE CURRENTLY 6 COURSES AVAILABLE TO YOU:  
The Responsible Conduct of Research  
Human Subjects Protection  
Laboratory Animal Welfare  
Human Stem Cell Research  
Conflict of Interest  
Good Clinical Practice

Are you required to complete a course in the Responsible Conduct of Research, Human Stem Cell Research, Lab Animal Welfare, the Protection of Human Subjects, Conflict of Interest or Good Clinical Practice?

Choose all that apply

YES, I want to complete an RCR Course at this time.

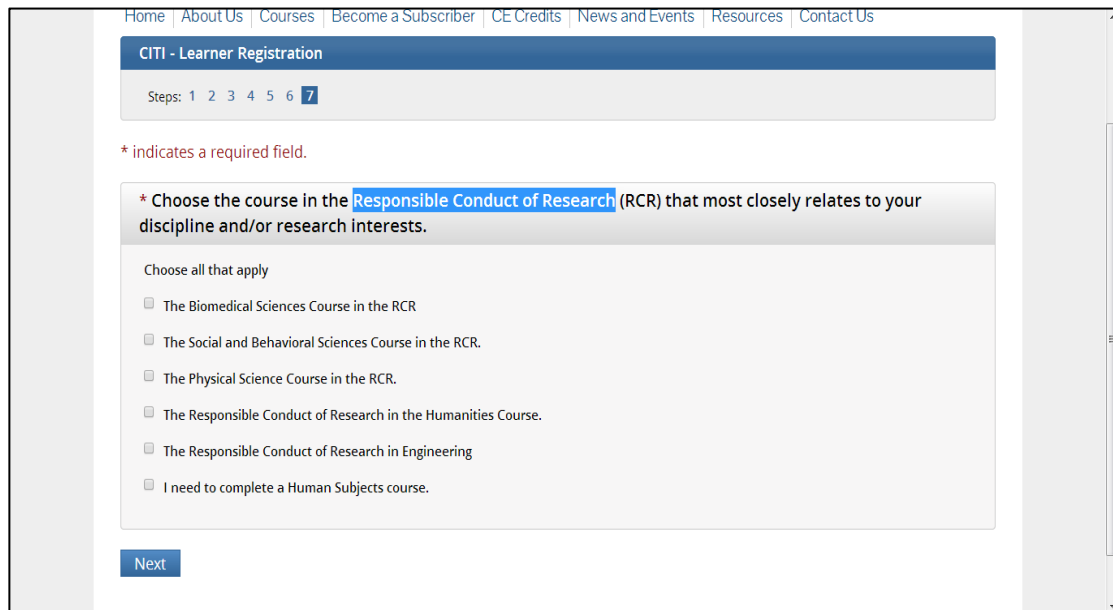
Yes, I want to complete the Human Stem Cell Research Course at this time.

Yes, I want to complete the course in Lab Animal Welfare or the course in the Protection of Human Subjects.

Yes, I want to complete the Conflict of Interest Course at this time.

Yes, I want to complete a Good Clinical Practice course at this time.

Step 8: Check the “Social and Behavioral Sciences Course” in the RCR  
➔ **The 2<sup>nd</sup> box.**



Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

\* indicates a required field.

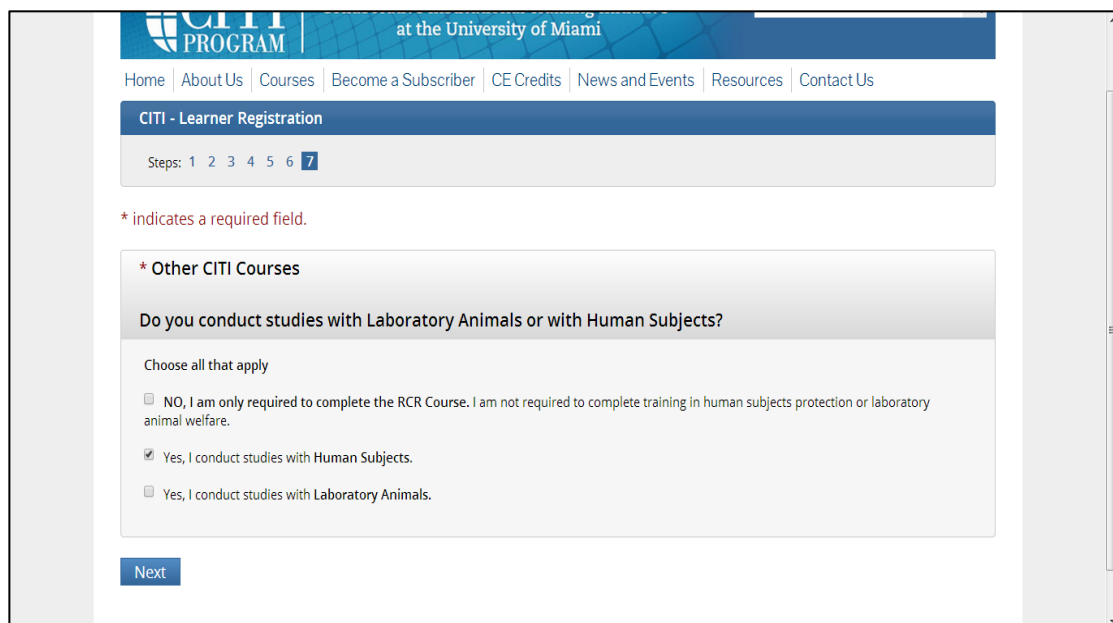
\* Choose the course in the **Responsible Conduct of Research (RCR)** that most closely relates to your discipline and/or research interests.

Choose all that apply

- The Biomedical Sciences Course in the RCR
- The Social and Behavioral Sciences Course in the RCR.
- The Physical Science Course in the RCR.
- The Responsible Conduct of Research in the Humanities Course.
- The Responsible Conduct of Research in Engineering
- I need to complete a Human Subjects course.

Next

Step 9: Laboratory Animals or with Human Subjects?  
➔ **Human subjects ONLY!**



CITI PROGRAM at the University of Miami

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

\* indicates a required field.

\* **Other CITI Courses**

Do you conduct studies with Laboratory Animals or with Human Subjects?

Choose all that apply

- NO, I am only required to complete the RCR Course. I am not required to complete training in human subjects protection or laboratory animal welfare.
- Yes, I conduct studies with Human Subjects.
- Yes, I conduct studies with Laboratory Animals.

Next

## Step 10: The Course in Human Subjects Protections

➔ **Last box.** Browse through the new SBU Policies document that opens in a new window. When you are done, select "Yes, I have already reviewed the SUNY-SBU Policies. I am ready to begin the course..."

\*  
The Course in Human Subjects Protections

All SBU faculty, staff, students wishing to become certified to conduct research, involving human subjects, are required to review and understand our local IRB (CORIHS) [SBU Policies and Procedures](#) prior to completing the CITI training. Have you completed this requirement?

You must select an answer to this question. If you skip this question your enrollment will not be accepted by the software.

Choose one answer

No, the local SBU IRB Policies and Procedures do not pertain to me because I do not conduct human subjects research.

NO, Although I DO conduct human subjects research, I have not completed the review of the Policies and Procedures document.

YOU are REQUIRED to review the document [SBU Policies and Procedures](#) now. This document will open in a new window. Review the document before you continue. Close the new window and then choose this answer.

Yes, I have already reviewed the SUNY-SBU Policies and Procedures document. I am ready to begin the course in human subjects protection.

Next

## Step 11: Yes, I have finished reviewing the SBU Policies and Procedures.

➔ Must choose "Yes" to continue.

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* Yes, I have finished reviewing the SBU Policies and Procedures.

Choose all that apply

Yes, I have NOW completed the review of the SBU Policies and Procedures. Now I want to enroll in the appropriate human subjects protections training course.

NOTE: For next several Questions it is your responsibility to choose the answer that most accurately addresses:

- Your level of SBU training.
- Your type of research.
- Your role in the research activities.

For example, if you choose to take training only related to research involving data or specimens, you will not be certified to interact with human subjects (recruit, consent, conduct procedures) in any research activity on which you are an investigator. If you have any questions regarding how to answer these questions, please contact the CITI Administrator for SBU, 631-632-9036, or [laura.wessels@stonybrook.edu](mailto:laura.wessels@stonybrook.edu).

I conduct human subjects research, but, I have not completed my review of the SBU Policies and Procedures document.

You may not continue with the enrollment process until you review the SBU Policies and Procedures. Please start the enrollment process over again when you have completed this requirement.

Next

## Step 12: Research experience.

➔ The 2<sup>nd</sup> box.

\* indicates a required field.

Is this your first time undergoing human subjects training at Stony Brook University?

Choose the appropriate response.

Choose one answer

- NO, this question does not apply to me. This is NOT the first time I have had human subjects training at Stony Brook University?
- Yes, this is the first time. I Conduct Social or Behavioral human subjects research (e.g., Sociology, Psychology, Political Science, Social Welfare, etc.) and I work directly with human subjects (recruiting, consenting, procedures).
- Yes, this is the first time. I Conduct Biomedical human subjects research and I work directly with human subjects (recruiting, consenting, procedures). I am NOT doing FDA regulated research (drugs, medical devices, biologics).
- Yes, this is the first time. I Conduct Biomedical human subjects research, I work directly with human subjects AND I do FDA regulated research (drugs, medical devices, biologics).
- Yes, this is the first time. I Conduct research with data or specimens ONLY. I do not work directly with human subjects (recruiting, consenting, procedures).

Next

## Step 13: Funded by the Public Health Service (PHS; including NIH)?

➔ Select "NO". The training you are about to undergo will not satisfy the COI training.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* Are you currently, or could you possibly in the future be, funded by the Public Health Service (PHS; including NIH)?

Choose one answer

- YES  
*The training you are about to undergo will satisfy the COI training requirement necessary to receive PHS awards, as well as SBU's COI training requirement.*
- NO  
*The training you are about to undergo will not satisfy the COI training requirement necessary to receive PHS awards. It will, however, satisfy SBU's COI training requirement for non-PHS funded investigators.*

Next

## Step 14: Registration Completion:

The screenshot shows the CITI Program website header with the logo and navigation links. Below the header, there is a section titled "CITI - Learner Registration" with a message: "Your registration with SUNY - University at Stony Brook is complete. You must make a selection below to continue." Two options are listed: "Affiliate with another institution" and "Finalize registration".

## Step 15: Complete the online courses.

Log in and start. The following page will pop up if course is correctly enrolled.

The screenshot shows the CITI Program website with a table of enrolled courses. The table has columns for Course, Status, Completion Report, and Survey. Two courses are listed: "Group 1. SBS Course" and "The Responsible Conduct of Research in the Social and Behavioral Sciences", both with a status of "Not Started" and "Not Earned". Below the table is a section titled "My Learner Tools for SUNY - University at Stony Brook" with a list of actions: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation".

Course	Status	Completion Report	Survey
Group 1. SBS Course	Not Started	Not Earned	
The Responsible Conduct of Research in the Social and Behavioral Sciences	Not Started	Not Earned	

If you enrolled in the wrong courses, you can still correct it. To correct it, log in and click "Add a Course or Update Learner Group" and you can reselect the course:

This screenshot is identical to the previous one, but the "Add a Course or Update Learner Groups" link in the "My Learner Tools" section is highlighted with a blue background. Below the tools list, there is a blue button that says "Click here to affiliate with another institution".



Step 16: Download your completion forms, which look something like this:

**COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI)**  
**RESPONSIBLE CONDUCT OF RESEARCH CURRICULUM COMPLETION REPORT**  
Printed on 11/05/2013

LEARNER: [REDACTED]  
DEPARTMENT: Business  
PHONE: [REDACTED]  
EMAIL: [REDACTED]@stonybrook.edu  
INSTITUTION: SUNY - University at Stony Brook  
EXPIRATION DATE: [REDACTED]

THE RESPONSIBLE CONDUCT OF RESEARCH IN THE SOCIAL AND BEHAVIORAL SCIENCES  
COURSE/STAGE: Stage 111  
PASSED ON: 10/31/2013  
REFERENCE ID: [REDACTED]

REQUIRED MODULES	DATE COMPLETED
The CITI Course in the Responsible Conduct of Research	10/31/13
Introduction to the Responsible Conduct of Research	10/31/13

ELECTIVE MODULES	DATE COMPLETED
Research Misconduct (RCR-SBE)	10/31/13
Data Management (RCR-SBE)	10/31/13
Authorship (RCR-SBE)	10/31/13
Peer Review (RCR-SBE)	10/31/13
Mentoring (RCR-Interdisciplinary)	10/31/13
Conflicts of Interest (RCR-SBE)	10/31/13
Collaborative Research (RCR-SBE)	10/31/13
The CITI RCR Course Completion Page	10/31/13

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI Program participating institution or be a paid Independent Learner. Falsified information and unauthorized use of the CITI Program course site is unethical, and may be considered research misconduct by your institution.

Paul Braunschweiger Ph.D.  
Professor, University of Miami  
Director, Office of Research Education  
CITI Program Course Coordinator

**COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI)**  
**HUMAN RESEARCH CURRICULUM COMPLETION REPORT**  
Printed on 11/05/2013

LEARNER: [REDACTED]  
DEPARTMENT: Business  
PHONE: [REDACTED]  
EMAIL: [REDACTED]@stonybrook.edu  
INSTITUTION: SUNY - University at Stony Brook  
EXPIRATION DATE: 11/04/2016

GROUP 1. SBS COURSE  
COURSE/STAGE: Basic Course/1  
PASSED ON: 11/05/2013  
REFERENCE ID: [REDACTED]

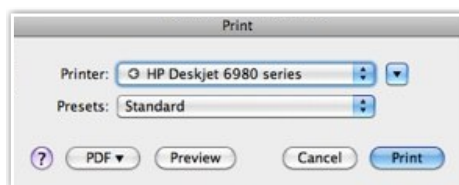
ELECTIVE MODULES	DATE COMPLETED
Belmont Report and CITI Course Introduction	11/04/13
History and Ethical Principles - SBE	11/04/13
Defining Research with Human Subjects - SBE	11/04/13
The Regulations - SBE	11/04/13
Assessing Risk - SBE	11/04/13
Informed Consent - SBE	11/04/13
Privacy and Confidentiality - SBE	11/04/13
Research with Prisoners - SBE	11/04/13
Research with Children - SBE	11/04/13
Research in Public Elementary and Secondary Schools - SBE	11/04/13
International Research - SBE	11/04/13
Internet Research - SBE	11/05/13
SUNY Stony Brook University	11/05/13

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI Program participating institution or be a paid Independent Learner. Falsified information and unauthorized use of the CITI Program course site is unethical, and may be considered research misconduct by your institution.

Paul Braunschweiger Ph.D.  
Professor, University of Miami  
Director, Office of Research Education  
CITI Program Course Coordinator

**IMPORTANT:** Rename the PDF file with your first and last name and the words “Responsible Conduct IRB Completion” or “Human Research IRB Completion”. For example, my PDF file names would be "Lily Cushenbery Responsible Conduct IRB Completion.pdf" and “Lily Cushenbery Human Research IRB Completion.pdf”.

*PDF saving instructions for Macs:* To make a PDF of the completion report on a Mac, go to your Print menu, go to PDF, and then choose “Save as PDF” on the drop down menu:



*PDF saving instructions for PC's:* Those with PC's can use [this site](#) to convert the webpage to a PDF. Copy the web address of your completion report page and paste it into the box on the site. Next, hit the orange "P" button. This will convert the entire page to a pdf and download it:



Step 17: Upload both completion reports to this online form.  
[Click here to go to the form.](#)

# HIPPA training

1. Review the SBU Policy and Procedure on Research Subjects' Right to Privacy at:

<http://www.stonybrook.edu/research/orc/humans/HSG.shtml>

(See **Section 16** of the Standard Operating Procedures)

2. Review the University Hospital's general HIPAA awareness training materials at:

[http://www.stonybrook.edu/research/orc/docs/Research HIPAA training.pdf](http://www.stonybrook.edu/research/orc/docs/Research%20HIPAA%20training.pdf)

3. After reviewing both above, send the following e-mail to [Mary Ellen Herz](mailto:MaryEllen.Herz@stonybrook.edu) (maryellen.herz@stonybrook.edu).

**Subject line:** HIPAA research training completed

**Email text:** "I have read and understood the HIPAA awareness training materials and agree to comply with the SBU Policy and Procedures on Research Subjects' Right to Privacy."

**Include your full name at the bottom.**

Underneath your name, write either

“Undergraduate LC Research Lab Assistant for Dr. Lily Cushenbery”

or

“Graduate LC Research Lab Assistant for Dr. Lily Cushenbery”