



CITI Module

Instructions

Existing CITI Account Users:

1. Log In to your existing CITI account.
2. Add an Affiliation:
 - Click “Add an Affiliation.”
 - Search for “Driscoll Health System.”
 - Follow the prompts to add Driscoll as your affiliation.
 - Do not remove affiliations from previous institutions.

First-Time CITI Users:

1. Register:
 - Go to [CITI Program](#).
 - Click “Register” at the top-right of the screen.
2. Create an Account:
 - In the search bar, enter “Driscoll Health System” as your affiliation.
 - Agree to the terms of service and confirm your affiliation with Driscoll by checking the appropriate boxes.
 - Click “Continue to Create Your Username.”.
3. Enter Personal Information:
 - **Use your institutional email address.**
 - Click “Continue to Step 3.”
4. Set Up Username and Password:
 - Enter a Username and Password.
 - Click “Continue to Step 4.”
5. Select Your Country of Residence:
 - Choose your country.
 - Click “Continue to Step 5.”
6. Answer Required Questions:
 - Provide the necessary information.
 - Click “Continue to Step 6.”
7. Complete Required Information:
 - Fill in all required details.
 - Click “Continue to Step 7.”
8. Select Appropriate Learner Courses:
 - Each module contains detailed content, images, and quizzes. Typically, modules take 30 to 45 minutes to complete.
 - Choose from the following based on your research role and activities:
 - **Q1: Human Subjects Research:**
 - **Basic Modules for Biomedical Research (13 modules) – Suitable for clinical/retrospective studies.**
 - **Social and Behavioral Research** (14 modules)

- **Research with Data or Laboratory Specimens**
 - **Basic Course for IRB Members** (33 modules)
 - **Q2: Institutional Official or IRB Chair** – For signatory officials and IRB chairs.
 - **Q3: Public Health Research** – If engaged in public health research.
 - **Q4: Good Clinical Practice (GCP)** – Required for FDA regulated studies. Verify with your sponsor or IRB.
 - **Q5: Responsible Conduct of Research** – For NIH studies or as required by your study sponsor.
 - **Q6: IRB Administration** – For IRB staff.
 - **Q7: Conflict of Interest** – For Principal Investigator (PI), Sub-Investigator(s), Consultant(s), Study Coordinator, and Regulatory Research Staff.
9. Complete and Finalize Registration:
- Click “Complete Registration.”
 - Click “Finalize Registration.”

Note: Do not log in through “my Institution” as Driscoll does not use single sign-on.

Training Certificates:

- The Driscoll IRB does not access or verify training certifications from other institutions.
- Submit your CITI certificates or equivalent training with your initial review application.