

Human Subjects Research Training Guide:

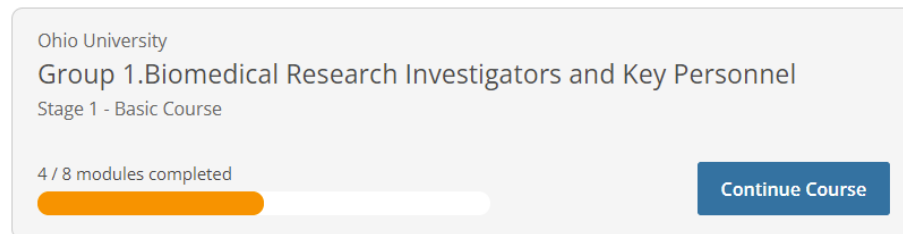
The course that Ohio University requires for Human Subjects training is either the Biomedical or Social Behavioral course for "Research Investigators and Key Personnel.

If you have any questions regarding training requirements, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).

1. Overview of Human Subjects Research Training Courses:

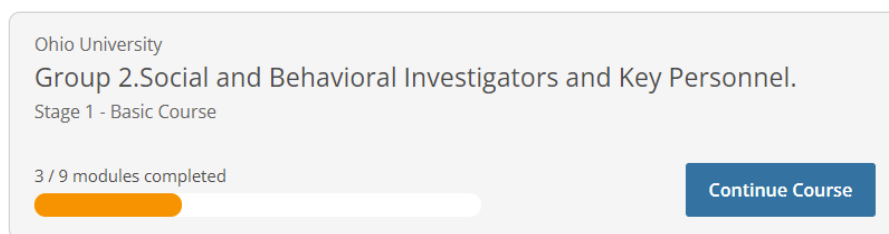
- During CITI registration, you selected either “Group 1” or “Group 2” training courses depending on the nature of your research (see highlighted section in green below). Note, groups cover similar core topics in Human Subjects Research, and either is accepted for an IRB submission.
 - **NOTE:** Need to register with CITI? Follow the link to our Training Page and select *CITI- Getting Started Guide* <https://www.ohio.edu/research/compliance/training>
- If you are unsure which course is most appropriate for you to take, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).

A. Group 1. Biomedical Research Investigators and Key Personnel



Ohio University
Group 1. Biomedical Research Investigators and Key Personnel
Stage 1 - Basic Course
4 / 8 modules completed
Continue Course

B. Group 2. Social and Behavioral Investigators and Key Personnel



Ohio University
Group 2. Social and Behavioral Investigators and Key Personnel.
Stage 1 - Basic Course
3 / 9 modules completed
Continue Course

- **NOTE:** If you need to add either “**Biomedical Research Investigators and Key Personnel**” or “**Social and Behavioral Investigators and Key Personnel**” to your CITI curriculum, while under the “**My Courses**” tab select “**View Courses.**” *Please skip this step and proceed to Step 2. “Starting Coursework” if you have already added your required course during new user registration.*

Welcome, Whitney

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

3
Courses Completed

3
Months of Membership

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Ohio University

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

- Next, scroll to the bottom of the page until you see **“Learner Tools for Ohio University.”**

- Select **“Add a Course”**.

Learner Tools for Ohio University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

- Check the box that says, **“Human Subjects training (required for IRB submission)”**, and then press **“Next”**.

Select Curriculum

Ohio University

Question 1

At this time, I wish to take:

This question is required. Choose all that apply.

- Human Subjects training (required for IRB submission)
- Animal training (required for IACUC submission)
- Responsible Conduct of Research training (only required for some federally funded research, eg. NSF. Consult with Compliance Office if needed.)
- Conflict of Interest training
- Good Clinical Practice course
- Faculty, Administrators and Students (IPS)
- Community-Engagement Learning
- Export Compliance

Start Over

Next

- Select from either “**Group 1: Biomedical Research Investigators and Key Personnel**” or “**Group 2: Social and Behavioral Investigators and Key Personnel.**”, and then press “**Next**”.

Select Curriculum

Ohio University

Question 3

BASIC COURSE

Select the group appropriate to your research activities.

This question is required. Choose one answer.

- Group 1: Biomedical Research Investigators and Key Personnel**
- Group 2: Social and Behavioral Investigators and Key Personnel.**
- IRB Chair

Start Over

Next

- Once you are satisfied with your course selections, press “Next.”
- You will then receive a message saying, “**You are now enrolled in the course(s) you have selected**”. You can now begin the coursework.

 You are now enrolled in the course(s) you selected.

Show Courses for:

Ohio University

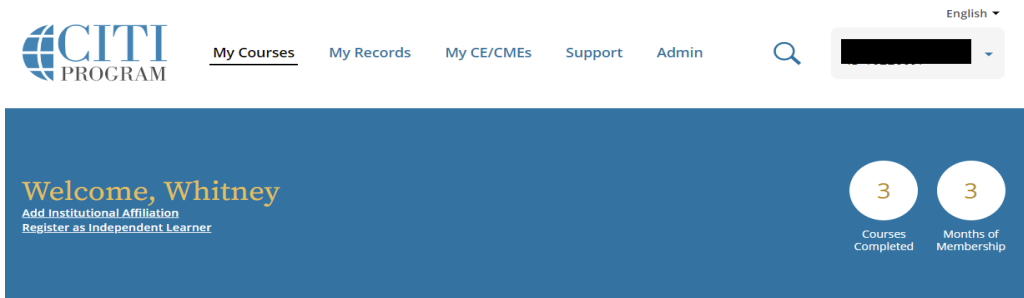


Institution List

Ohio University

2. Starting Coursework:

- While on the “My Courses” tab select “View Courses” (highlighted in red) to see all your added courses.



The screenshot shows the Citi Program user interface. At the top left is the Citi Program logo. The navigation menu includes 'My Courses' (underlined), 'My Records', 'My CE/CMEs', 'Support', and 'Admin'. A search icon and a language dropdown set to 'English' are on the right. Below the navigation is a blue banner with the text 'Welcome, Whitney' and links for 'Add Institutional Affiliation' and 'Register as Independent Learner'. On the right side of the banner, two circular statistics are shown: '3 Courses Completed' and '3 Months of Membership'. Below the banner, the 'Institutional Courses' section is visible, with the 'View Courses' button highlighted in red.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Ohio University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

- When prompted, please read, and agree to the terms and conditions outlined in the CITI Assurance Statement.

Assurance Statement

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

- Check the “**AGREE**” box below, and then press “**Submit.**”
- After pressing submit, you will be automatically directed to your Active course list.

3. Active Courses:

- Below your “**Courses Ready to Begin**” and/or “**Active Courses**” list you will see each course you for which you are actively enrolled. As each module is completed the completion bar fills in orange to show your progress.
- Select “**Start Now**” to see each module within the course group.

- **NOTE:** If you have previously started taking the course, the “**Start Now**” button will be replaced by “**Continue Course**”. Select “**Continue Course**” to continue your progress.

Welcome, Whitney
Add Institutional Affiliation
Register as Independent Learner

3 Courses Completed 3 Months of Membership

Show Courses for: Ohio University Institution List

Ohio University

Active Courses [Learner Tools](#)

Ohio University
Group 1. Biomedical Research Investigators and Key Personnel
Stage 1 - Basic Course
4 / 8 modules completed

Start Now

- For each course group you will see a list of Required Modules.
- Incomplete modules are marked as “Incomplete”, select “**Start**” to begin.

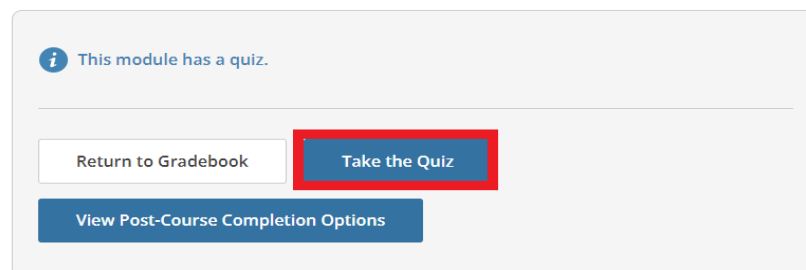
Required Modules

Complete all 8 required modules.

Modules	Completed	Score	
Populations in Research Requiring Additional Considerations and/or Protections (ID 16680)	10-Sep-2021	100%	Review
Communicating with the Public (ID 19270)	13-Sep-2021	100%	Review
Presentation of Research Findings (ID 19355)	14-Sep-2021	100%	Review
Belmont Report and Its Principles (ID 1127)	15-Sep-2021	100%	Review
History and Ethics of Human Subjects Research (ID 498)	Incomplete	-	Start
Basic Institutional Review Board (IRB) Regulations and Review Process (ID 2)	Incomplete	-	Start
Informed Consent (ID 3)	Incomplete	-	Start
Ohio University (ID 815)	Incomplete	-	Start

- Once you reach the end of a module, at the bottom of the page, you will see if the module has a quiz.

- Select **“Take the Quiz”**.



The screenshot shows a notification box with a grey background and rounded corners. At the top left, there is a blue information icon followed by the text "This module has a quiz." Below this, there are three buttons: "Return to Gradebook" (white with a grey border), "Take the Quiz" (blue with a white border, highlighted with a red box), and "View Post-Course Completion Options" (blue with a white border).

- A passing score of 80% or above is needed to receive credit for the quiz. After taking the quiz you will be shown which questions you answered correctly and incorrectly. Quizzes can be repeated to earn a higher score.

4. Locating and Printing your Training Completion Report

- While under the “My Records” tab at the top ribbon of the screen, scroll down the page until you identify the course you need to provide a training completion report for.

CITI PROGRAM My Courses My Records My CE/CMEs Support Admin

Records

Ohio University (ID 533)

Show Records for: Ohio University

Ohio University Records (ID 533)

Human Research - Group 1. Biomedical Research Investigators and Key Personnel (ID 1683)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	44887833	80%	100%	21-Jun-2021	24-Jun-2021	23-Jun-2024	View	View-Print-Share

Human Research - Group 2. Social and Behavioral Investigators and Key Personnel. (ID 1685)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	44887840	80%	100%	13-Sep-2021	Due Now	-	View	-

- Select “View/Print-Share” under the “Completion Record” column on the far right.

Group 1. Biomedical Research Investigators and Key Personnel

Name	Stage	Completion Date	Expiration Date	Record ID
Whitney Dutcher	1 - Basic Course	24-Jun-2021	23-Jun-2024	43224479

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#) [Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#) [Copy Link](#)

[in](#) Add to LinkedIn

- Under "Completion Report" and select "**View/Print**".
- Note, do not select "Completion Certificate". Certificates cannot be accepted in the LEO system as proof of training.
- Pictured below is an example of what your CITI training completion report will look like.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COMPLETION REPORT - PART 1 OF 2
COURSEWORK REQUIREMENTS*

* NOTE: Scores on this [Requirements Report](#) reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- Name:
 - Institution Affiliation:
 - Institution Email:
 - Institution Unit:
 - Phone:
- Curriculum Group: Human Research
• Course Learner Group: Group 1.Biomedical Research Investigators and Key Personnel
• Stage: Stage 1 - Basic Course
- Record ID: 45369237
• Completion Date: 28-Sep-2021
• Expiration Date: 27-Sep-2024
• Minimum Passing: 80
• Reported Score*: 91

5. Uploading Human Subjects Training to LEO:

1. Step # 1: Login to LEO

<https://leo.research.ohio.edu/secure/leo/core/home.leo>

2. Step # 2: Locate the “Compliance” tab

3. Step # 3: Select “IRB Application” (highlighted in orange below):

- **NOTE: The following training reports can be uploaded to the “IRB Application”**

- **Human Subjects (Groups 1 & 2)**



The screenshot shows the LEO system navigation bar with the following elements:

- Home
- Service Center
- Search
- Transmittals
- Compliance (dropdown menu)
- Extension

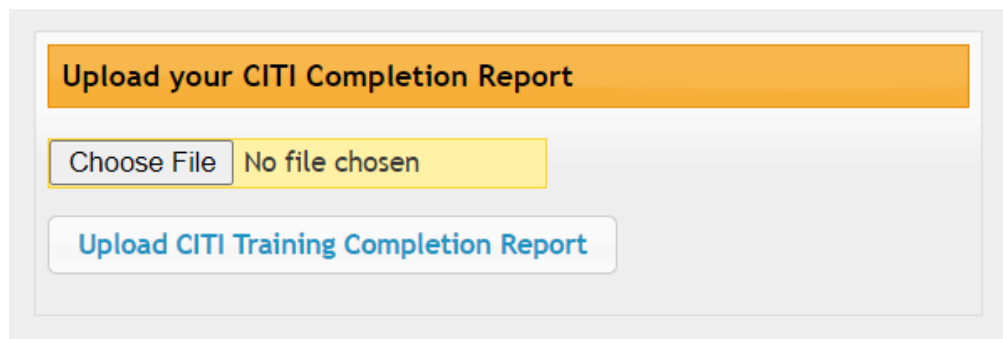
The Compliance dropdown menu is open, showing the following options:

- View Compliance Queue
- IACUC Admin Review
- IACUC Application
- IRB Admin Review
- IRB Application** (highlighted in orange)
- COI Admin Review
- Conflict Of Interest

Below the navigation bar, there are three main sections:

- LEO Alerts**: View past LEO alerts.
- ORSP Service Center**: The new ORSP Service Center provides a central location for all customer service requests.
- Grant Manager Directory**: Find Grant Manager contact information for your unit or other units on campus.

- **Uploading Human Subjects (Groups 1 & 2) Training**
 - After selecting the correct application (IRB Application), locate the “**Upload your CITI Completion Report**” box.
 - Select “**Choose File**” and browse your computer for the CITI training completion report PDF that you previously downloaded.
 - Then select “**Upload CITI Training Completion Report**”



The screenshot shows a web interface for uploading a CITI completion report. At the top, there is an orange header bar with the text "Upload your CITI Completion Report". Below this, there is a file selection area with a "Choose File" button and a yellow box containing the text "No file chosen". At the bottom of the interface, there is a blue button labeled "Upload CITI Training Completion Report".

6. Thank You! You have successfully uploaded your training report to the LEO System!

- Once your completion report has been successfully uploaded into the LEO system, it will be reviewed by the Office of Research Compliance staff to ensure that it meets the training requirements.
- **NOTE:** If you receive a LEO email notification requesting that you upload another training report, please carefully read the email for further instruction.
- If you encounter any questions or issues registering or using CITI Program, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).