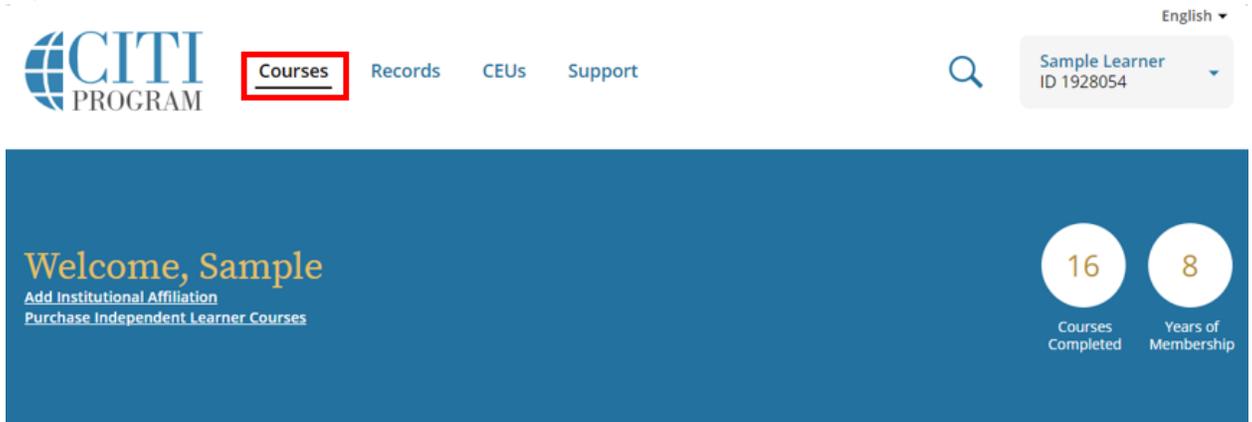
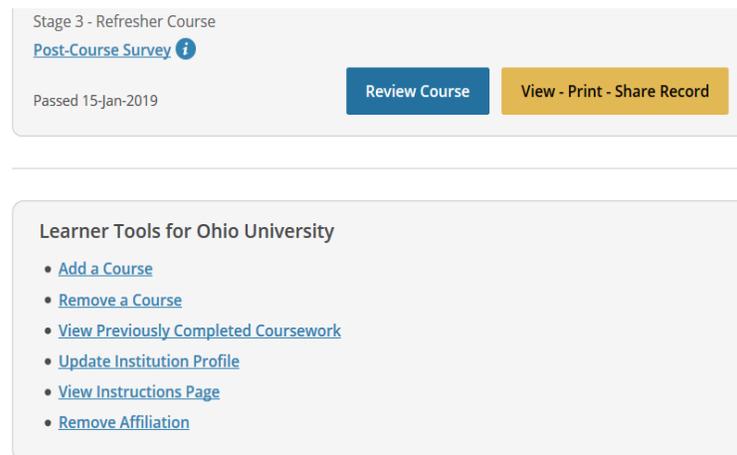


The course that Ohio University requires for Human Subjects training is either the Biomedical or Social Behavioral course for "Research Investigators and Key Personnel." If you need assistance getting registered and logged in to CITI, see the guidance titled, "CITI - Getting Started Guide."

1. Once you are registered and logged into CITI, your starting point is the "Courses" page. You will find the link to the courses page beside the CITI Program logo at the top. See below.



2. After you click on View Courses you will see a listing of the courses available to Ohio University affiliates. Under Learner Tools for Ohio University select "Add a Course" and it will take you to the course enrollment questions where your responses will add you to the correct learner group. See below.



SUPPORT
888.529.5929
8:30 a.m. - 7:30 p.m. ET
Monday - Friday

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3. Select either Group 1 (Biomedical Research Investigators and Key Personnel) or Group 2 (Social and Behavioral Investigators and Key Personnel). Then hit "Next."
4. Once you are enrolled in the course you have selected you will see a prompt for "Courses Ready to Begin." When you are ready to begin the course, select "Start Now."
5. When you meet the course passing requirements, you will be presented with a menu of options for what to do next. See below.

 **Congratulations! You have completed the "Humanities Responsible Conduct of Research - Basic Course" course.**

 [Access your Completion Records](#)

View, Print, or Share via link your Completion Certificate or Completion Report for this course.

 [Independent Learner Courses](#)

Purchase additional training. New offerings include Clinical Research Coordinator (CRC), Disaster Planning for the Research Enterprise (DPRE), Good Laboratory Practice (GLP), and more.

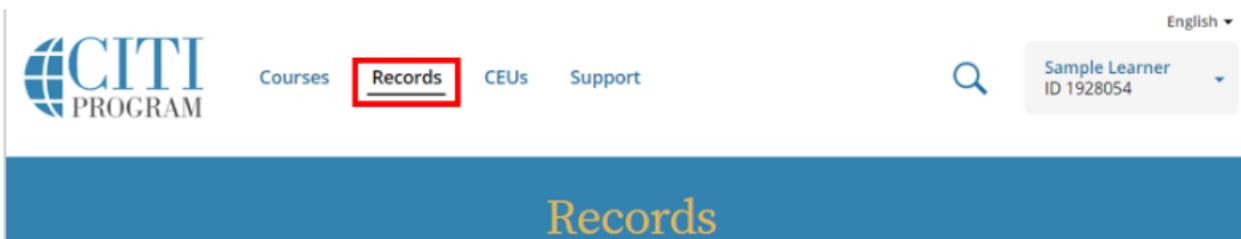
 [Post-Course Evaluation](#)

Fill out a voluntary post-course evaluation.

 [Return to Courses](#)

Review your completed modules and continuing education (CE/CEU) credit eligibility (if applicable).

6. CITI Program offers two kinds of documentation to reflect course completion: Completion Reports and Completion Certificates. Ohio University requires that you upload the **Completion Report** into the LEO electronic IRB system. A Completion Certificate will not be accepted in the LEO electronic IRB system. You can access your Completion Report from the Records tab. See below.



The screenshot shows the CITI Program interface. On the left is the CITI PROGRAM logo. In the center, there are navigation tabs: Courses, Records (highlighted with a red box), CEUs, and Support. On the right, there is a search icon and a dropdown menu for "Sample Learner ID 1928054" with a downward arrow. The top right corner shows "English" with a downward arrow. Below the navigation bar is a blue banner with the word "Records" in gold text.

7. For any course that you have completed, the right-most column is "Completion Record." In that column, choose, "View-Print-Share." This will take you to the screen that allows you to access the Completion Report.
8. Download and save the Completion Report from the CITI Program site, then upload the Completion Report to the appropriate site in the LEO IRB program.
<https://leo.research.ohio.edu/secure/leo/IRB/home.leo>

The process for uploading the CITI completion report is different for study team members who do not have an Ohio University log in. When the CI submits the IRB protocol, the external investigator will receive an email from the LEO system. The email contains a link that allows entry into the LEO system to review the protocol and to upload their CITI completion report. The external investigator will receive an email each day until they have successfully uploaded the training. It is important to use the link in the most recent email as the link in each email is active for a limited amount of time for security purposes.