



Collaborative Institutional Training Initiative (CITI Program)

What is CITI Training?

The Collaborative Institutional Training Initiative is the online training program used at Mercy College for training all personnel conducting research involving human or animal subjects.

CITI Mission Statement

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to promoting the public's trust in the research enterprise by providing high quality, peer-reviewed, web-based educational courses in research, ethics, regulatory oversight, responsible conduct of research, research administration, and other topics pertinent to the interests of member organizations and individual learners.

These materials are designed and regularly updated to:

- Enhance the knowledge and professionalism of investigators, staff, and students conducting research in the United States and internationally.
- Educate members, administrators, and leadership of ethics committees that review and oversee research.
- Promote ethical research at organizations through the education of research administrators and organizational leadership.
- CITI Program content is designed to be a component of an overall foundation of training for an organization's affiliates.

Who is Required to Take CITI Training?

In accordance with Mercy College's Responsible Conduct of Research (RCR) Policy (noted below), all Mercy College research personnel, including principal investigators, co-investigators, faculty sponsors, student investigators, and any researcher who is directly involved in research including research with human or animal subjects, must complete CITI training. In addition, the CITI training program must be completed prior to receipt of IRB approval of a new or existing application.

Statement of Mercy College RCR Policy:

It is the policy of Mercy College that all faculty, staff, graduate and undergraduate students involved in research must complete training in the Responsible Conduct of Research. Trainees engaged in research at the undergraduate or graduate level will receive instruction in ethical considerations and decision making in RCR that is appropriate for their disciplines and stage of research education and curricula. Faculty and staff must complete RCR training for all grant-funded research regardless of which agency sponsors their research. It is the responsibility of the Principal Investigator or Project Director to ensure that all applicable team members are informed of this requirement and that the requirement has been met. Mercy College's policy for the Responsible Conduct of Research (RCR) is

intended to comply with the requirements of the National Science Foundation (NSF) and the National Institutes of Health (NIH). A complete copy of Mercy College's RCR policy is available in Mercy Connect on the Employee Info Center page.

How to Register and Sign up for CITI Training?

Learners can register for a CITI account by following the steps provided in the link below:

<https://support.citiprogram.org/customer/en/portal/articles/2736167-login-registration-changes-on-new-citi-program-website#read>

Please note: You must first register on the CITI website and indicate Mercy College as your institutional affiliation. You will then be prompted to create a username and password. It is **not possible** to log in through the “Log In Through My Institution” option.

How is CITI Training Organized?

CITI training modules are organized around several learner groups. These learner groups include:

- Biomedical Data or Specimens Only Research
- Essentials for IACUC Members (ID: 144453)
- Humanities Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Social and Behavioral Research

A complete list of learner groups is located in your profile once you have logged into the website.

CITI Research Training Completion

The approximate time to complete CITI training varies depending upon the type of module and capability of the learner. In general, a module takes at least 15 minutes to complete. CITI learners do not need to take the entire course in one sitting. Aggregate test scores of at least 80% are needed to pass the training. Upon completion of the CITI course modules, learners will receive for future reference an electronic certificate indicating date of completion. Learners should submit copies of training certificate(s) to these Mercy College personnel:

- Executive Director for Grants and Academic Initiatives
- Director, Office of Sponsored Programs

CITI Refresher Course

CITI training must be renewed every 4 years for all research personnel. You may take the CITI refresher course up to 180 days (or 6 months) prior to the expiration date of your current CITI training

Contact Info

For questions about CITI training at Mercy College, please contact the Research and Grants Coordinator at research@mercy.edu.