MGB IRB (BWH; MGH, MEEI, NWH & SRH) CITI REQUIREMENTS

https://www.citiprogram.org

All study staff and individuals participating in the 'conduct of human subject research' must meet the IRBs educational requirements by completing a CITI Exam thru the Collaborative Institutional Training Initiative (CITI).

- The Biomedical Research Investigators and Key Personnel **BASIC** Course; **or**
- The Good Clinical Practices (GCP) Research **BASIC** Course; **or**
  (If you are taking this exam to meet the **NIH GCP** requirement, do not take the **Biomedical BASIC—GCP** substitutes for **Biomedical BASIC)**
- The Social & Behavioral Research **BASIC** Course

MGB's Hospitals Or 'Other Institutions' staff can email downloaded certificates to the MGB CITI Mailbox *citiprogram@partners.org* for posting to their Insight record.

- If this is your first time taking a CITI Exam, please choose the Biomedical Research Investigators and Key Personnel BASIC Course or Good Clinical Practices if working on an NIH funded protocol.
- **Never choose Independent Learner in CITI website—involves payment—all exams are FREE.**

- Choose **BWH, MGH (McLean), MEEI, NWH or SRH** as an institution when creating your account----**NEVER CHOOSE MGB!**
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EXTREMELY IMPORTANT:
   The Partners IRB only requires ONE exam be completed every THREE years.

These Courses are **NOT** required/posted/accepted by the IRB.
   Responsible Conduct of Research (RCR);
   Conflict of Interest (CoI);
   HIPAA
   NIH;
   Clinical Trials Billing;
   Data Specimens
   All IACUC

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The IRB may accept and give credit for other exams that have modules that meet the requirements of the <u>Biomedical Basic/Refresher exams</u>.

Updating Expired Courses

-<u>All</u> <u>courses expire on the 3rd anniversary</u> of the completion date.

-Staff will receive an email 60 days prior to the expiration date of their last completed exam.

-Your next exam will say **Due Now** in your CITI account.

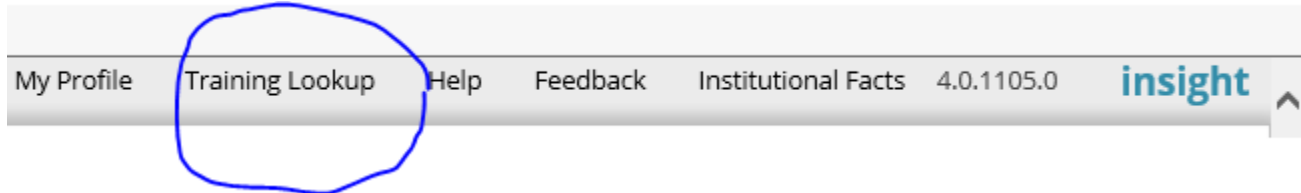**The following Refresher courses are to be taken.**

- <u>The (Biomedical Research Investigators and Key Personnel)</u> **Refresher (1)** Course **101**; and

- In 3 years the **Refresher (2)** Course **201;** and then

- In another 3 years the **Refresher (3)** Course **202**.
  After the next 3 years, the **Refresher (3)** Course **202** the <u>Biomedical BASIC</u> course is once again taken with the cycle repeating.

- A **GCP Refresher** course is also taken at the 3 year expiration completion date (GCP Basic and GCP Refresher alternating every 3 years).
  (the **Biomedical** course will **NOT** need to be taken in addition).

**At this point, if you took the Social and Behavioral Course, you should switch over to the MGB CITI course requirement of the Biomedical Research Investigators & Key Personnel course.

<u>IMPORTANT NOTES AND INFO:</u>

– Please DO NOT send CITI inquiries to the INSIGHT HELP DESK. IHD is for computer Insight problems only.

– Please DO NOT send CITI inquiries to the MGB IRB Mailbox. MBG IRB is for other IRB inquiries and help.

– When CITI exams are taken they are not automatically posted/sent to a staff's Insight record.

– Exams will be posted within 24 hours after they are taken. The CITI Administrator runs a CITI exam report daily (except weekends/holidays—these exams will show on Monday or next day's report). If you take an exam after the run is done, your exam will post on the next day's run.

– Any errors will be reported to study staff by email from the MGB CITI Program (citiprogram@partners.org) Mailbox. The CITI Administrator should be able to correct these errors almost immediately if information needed is submitted correctly.

- All and any CITI exam certificates/link can be downloaded from your CITI account and sent by email to the MGB CITI Mailbox. These exam certificates will also be manually posted by the CITI Administrator also within 24 hours.
- Never choose **INDEPENDENT LEARNER** when you log into the citi website—this choice requires payment—all exams are free thru MGB.
- All MGB exams will appear in the CITI Insight <u>Training Lookup</u> when posted to staff's Insight record. Training Lookup is located under Training Lookup in the top right corner of the Insight database.

- All updated postings will automatically show/change to **Yes** in the Insight Protocol (#) record.
- Any errors you may find, should be sent to the MGB CITI Program Mailbox. Errors are given priority.