

---

## Purpose:

Trinity Health Of New England IRB requires all Investigators, study coordinators, and research staff to complete training in the protection of human subjects prior to receiving IRB approval of a protocol.

The purpose of this training is to ensure that investigators conducting research are qualified to conduct the study, to uphold Belmont Report principles, and ensure compliance with the regulations and the requirements of the IRB in the approved protocol. Minimum standards for approved training programs require the inclusion of the principles of the Belmont Report. Currently, the IRB provides and accepts CITI training.

Off-site investigators collaborating with an investigator from an approved site must create or affiliate their CITI training account with Trinity Health Of New England (Hartford, CT) and complete all courses that the Trinity Health Of New England IRB requires of their staff.

Subsequent to the initial training, the IRB requires all investigators, study coordinators, and research staff to complete a CITI refresher course via [www.citiprogram.org](http://www.citiprogram.org). The refresher course is to be completed every 3 years.

Individuals who do not meet the training requirements of the IRB may not be involved in human research activities. The IRB will take appropriate action to withhold or reverse the approval of research when training requirements are not met. The IRB will not approve protocols until training requirements have been fulfilled. When an investigator, study coordinator, or research assistant is added to a protocol after the initial approval, training requirements must be met before the individual is involved in human research activities.

## Steps and Procedures

---

1. Navigate to the CITI website: <https://www.citiprogram.org/>

## To establish a new CITI account -

2. Click the **Register** button on the main page of the CITI website and enter the appropriate information as indicated for the following:
  - Organization Affiliation: **Trinity Health – Trinity Health Of New England (Hartford, CT)**
    - Agree to the Terms of Service and Privacy Policy
    - Affirm that you are an affiliate of Trinity Health - Trinity Health Of New England Hartford, CT)
  - Personal Information: Enter name & email address
  - Create Username & Password
  - Demographic Information
  - Option for receiving Continuing Education Unit (CEU) (*charges may apply*)
  - Institutional Contact Information – (enter the appropriate Trinity Health Of New England Hospital)

## If you already have a CITI account -

3. Log in to CITI and confirm you are affiliated with **Trinity Health – Trinity Health Of New England (Hartford, CT)**.
4. Any courses that you may have taken at another institution and are still active, will be carried over to this account.

Show Courses for: Trinity Health – Trinity Health Of New England (Hartford, CT) ▼

**Institution List**

Trinity Health – Trinity Health Of New England (Hartford, CT)

**Select Add a Course**

Learner Tools for Trinity Health – Trinity Health Of New England (Hartford, CT)

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

**Investigators, Study Coordinators and other members of the study team with need to add the following courses:**

- 1) Conflicts of Interest
- 2) Good Clinical Practice
- 3) Human Subjects Research
- 4) Responsible Conduct of Research **Only complete the Required Modules: Plagiarism (RCRBasic) & Research Misconduct (RCR-Basic)**

## Select Curriculum

Trinity Health - Trinity Health Of New England (Hartford, CT)

[View instructions page.](#)

### Question 1

#### Human Subjects Research (HSR)

Would you like to enroll into the Human Subjects Research course?

- ☒ Yes  
☐ Not at this time.

### Question 2

#### Good Clinical Practice (GCP)

Would you like to enroll into the Good Clinical Practice course?

- ☒ Yes  
☐ Not at this time.

### Question 3

#### Responsible Conduct of Research (RCR)

Would you like to enroll into the Responsible Conduct of Research course?

- ☒ Yes  
☐ Not at this time.

### Question 4

#### Conflicts of Interest (COI)

Would you like to enroll into the Conflicts of Interest course?

- ☒ Yes  
☐ Not at this time.

### Question 5

#### Clinical Research Coordinator (CRC)

Would you like to enroll into the Clinical Research Coordinator course?

- ☐ Yes  
☐ Not at this time.

### Question 6

#### Institutional/Signatory Official (IO)

Would you like to enroll into the Institutional/Signatory Official course?

- ☐ Yes  
☐ Not at this time.

### Question 7

#### IRB Chair

Would you like to enroll into the IRB Chair course?

- ☐ Yes  
☐ Not at this time.

Submit

Investigators & the study team will answer YES to questions 1, 2, 3, & 4

\*Question 5 is optional

Select NOT AT THIS TIME to Questions 6 & 7 unless you are a signatory Official or IRB Chair