

CITI Training Instructions

All research project team members, including research assistants, co-investigators, students, and faculty sponsors, must complete the CITI training in Human Subjects Research modules before submitting an application for IRB review. Your completion report or certificate of training completion should be submitted with your application if you have not done so before. To sign up for CITI training, follow these steps:

1. Go to the [CITI training website](#) and click the “Register” link at the top of the page.
 - A. Note: If you completed CITI training at another institution, log in to CITI and select “Affiliate with Another Institution” at the bottom of your profile and select Murray State University.
2. Select Murray State University as your organizational affiliation.
3. Create your CITI account.
4. At the course selection screen, select the “Research with Live Humans...” option.
5. Select “NO, I have NOT completed the Basic Course.”
 - A. Note: This step may not be required for those individuals who’ve completed prior CITI training in Human Subjects Research at another institution or MSU.
6. Select your learner group. For assistance with determining appropriate trainings for your research protocol, please consult the “Murray State University Research Training Requirements” document available on this same webpage.
7. Complete all quizzes in the “Required Modules” section.
8. Click “View-Print-Share” after all required modules are complete. The status column next to the course name should say “Passed [Date]” in green text.
9. Click either “Completion Report” or “Completion Certificate” and save as a PDF for submission.
 - A. Note: MSU’s IRB cannot access the completion reports or certificates for researchers within or outside MSU. Due to limitations imposed by CITI, researchers are responsible for submitting evidence of their own completion documents prior to or at the time of IRB application submission.