What is the CITI website?

http://www.citiprogram.org

What CITI Courses are required for study team members at UMMC?

There are two acceptable courses. Please choose the course that most closely correlates with the type of research being conducted.

- **Group 1. Biomedical Research Investigators and Key Personnel**
- **Group 2. Social/Behavioral/Humanistic Research Investigators and Key Personnel**

How often does CITI training need to be completed?

CITI training expires after three years.

A refresher course is required every three years after the completion of the original course in order to remain in good standing.

Acceptable refresher trainings (match to your original course):

- **Group 1. REFRESHER Biomedical Research Investigators and Key Personnel**
- **Group 2. REFRESHER Social / Behavioral / Humanistic Research Investigators and Key Personnel**

What if I forgot my password?

Contact the IRB administration team to request a ‘forgot password’ email.

**Tenay Spann**  
IRB Administrator  
tmspann@umc.edu  
4-2815

**Irene Arguello**  
IRB Coordinator  
iarguello@umc.edu  
5-1345

What if my name has changed since I originally created my CITI account?
If you go by your middle name, your last name has changed, or you have otherwise changed your name since registering with CITI, please ensure that the original name is included in the submission so that the account may be located by IRB administration.

Example: Jane Doe has changed her last name to Smith after completing CITI training. She is being added to a new study.

Name to be included in personnel addition submission: “Jane Smith (Doe)” or “Jane Smith (Formerly Jane Doe)”

Is it possible to be exempt from CITI training requirements?

Only current members of the IRB Board(s) are exempt from CITI training requirements at UMMC. All others must maintain CITI training in good standing in order to conduct research.

Where do I enter CITI Training information

All personnel should be listed on the IRB personnel roster template that is attached to your redcap submission. Please list CITI expiration dates on this template.
Reminder: The “Group 1. Biomedical” and “Group 2. Social/Behavioral/Humanistic” courses are acceptable. Please choose the course that most closely correlates with the type of research being conducted.

1. After sign-in, select the “view courses” button on your homepage.

2. Scroll down to the bottom of your screen. There is a box titled “Learner tools for University of Mississippi Medical Center.” The “add a course” button should be the first link inside this box.

3. Answer the listed questions as appropriate:
   - **Question 1:**
     - If you have never completed *either* the Group 1. or Group 2. Course, select option 1 or 2.
     - If you have already completed the Group 1. or Group 2. Course in the past, select option 3.
   - **Question 2:**
     - Select option 2 or option 3 to complete the appropriate refresher course.
     - *If you have never completed the Group 1. or Group 2. Course, select option 1.*