

REQUIRED TRAINING OF INVESTIGATORS

Projects Involving Human Subjects

Concordia University Wisconsin/ Ann Arbor Institutional Review Board (CUWAA IRB)

The goal of this training requirement is to ensure that all investigators at Concordia University receive current training in ethics and laws governing human subject research in compliance with Principle 8 of the Nuremberg Code and our Federalwide Assurance. The CUWAA IRB has chosen to use the Collaborative Institutional Training Initiative (CITI) for this purpose. Note that only the following two courses from the CITI program will be accepted as satisfying the training requirement: “Biomedical Research–Basic /Refresher” or “Social & Behavioral Research–Basic /Refresher.” All principal and assistant researchers in a study must complete one of those two online tutorials. Here are the steps you must take to complete this required training:

1. Log onto the Concordia University IRB website at <https://www.cuw.edu/irb/>, click on “Policies” from the main menu, then click the link for “required online training (CITI)” found near the middle of that webpage, or you may simply go directly to www.citiprogram.org.
2. The link will take you to the website of the “Collaborative Institutional Training Initiative” also known as the CITI Program. This website training is accepted by most U.S. universities that conduct human subject and/or animal research.
3. Register, then log in with your new user name and password. If you have registered with CITI before, you should use your existing user name and password.
4. The website will ask you to select the “institution of affiliation.” From the dropdown list, select “Concordia University Wisconsin.” If you have already used CITI previously with another institution, at the top of the course list, select “Add Institutional Affiliation,” and then type “Concordia University Wisconsin” in the text box. Pick from the list of choices provided.
5. You will then be asked to answer three questions that will guide you to select the correct