SOUTH COLLEGE

Human Subjects Research Training

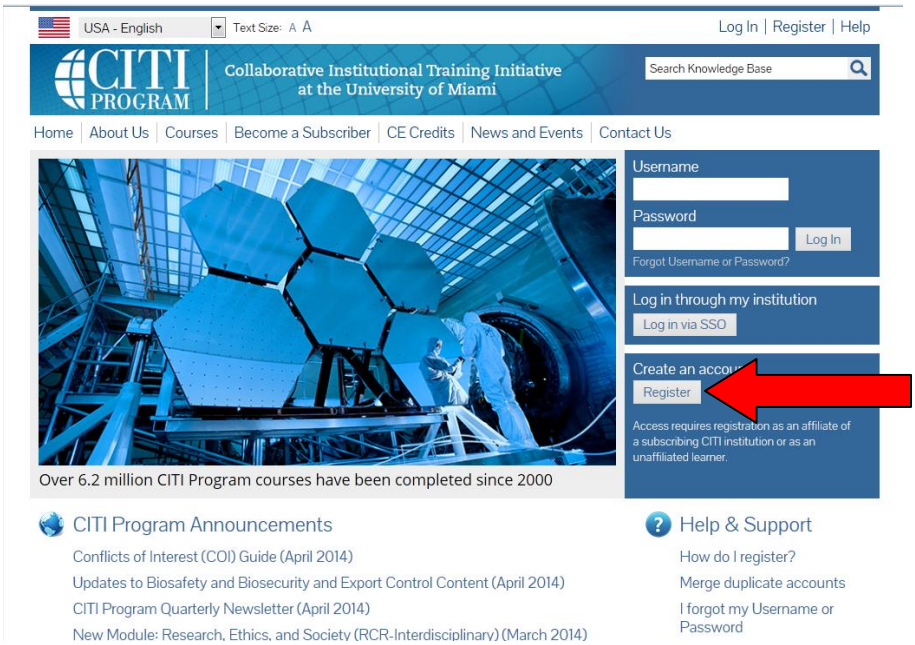
Institutional Review Board, Office of Sponsored Programs and Research

South College is committed to the protection of human research subjects. The South College Institutional Review Board (IRB) was established to protect the rights and welfare of human research subjects. Prior to the initiation of any research activity involving human subjects, a research protocol must be submitted to the IRB and receive approval. The IRB will not grant approval of human subjects research protocols until all faculty, staff, and students associated with the project have completed Human Subjects Research Training and provided the IRB with a certificate of completion. This policy assures that all researchers receive the necessary training to protect human research participants and to remain compliant with federal regulations. The training is administered through the Collaborative Institutional Training Initiative (CITI). The CITI program is widely accepted as an industry standard among university and college IRBs, and by the federal government and other funding agencies. The CITI program allows individuals to complete the training at their convenience. Initial CITI training is valid for a period of three years. After the initial training period, a refresher course must be completed every three years.

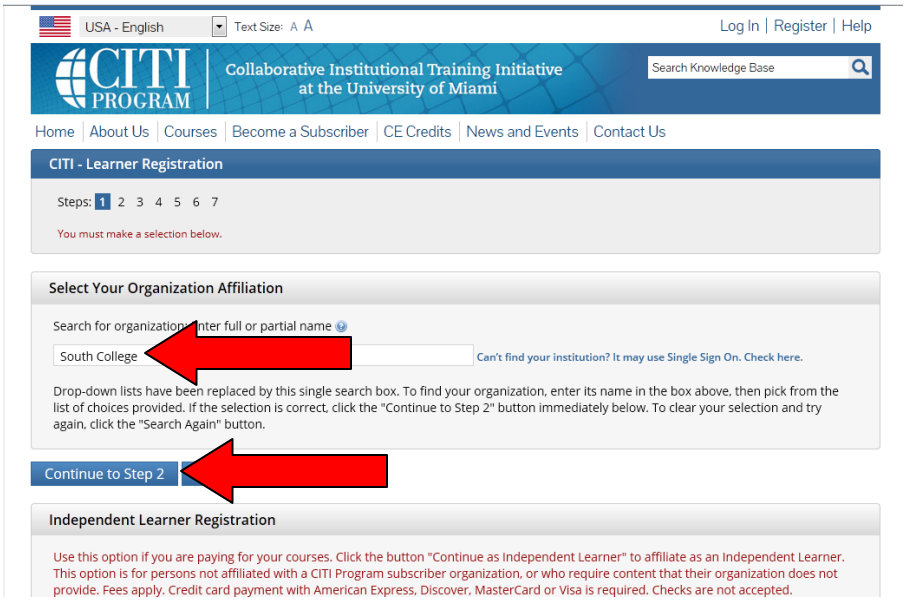
Directions for completing Human Subjects Research Training:

Go to the CITI website:
https://www.citiprogram.org/

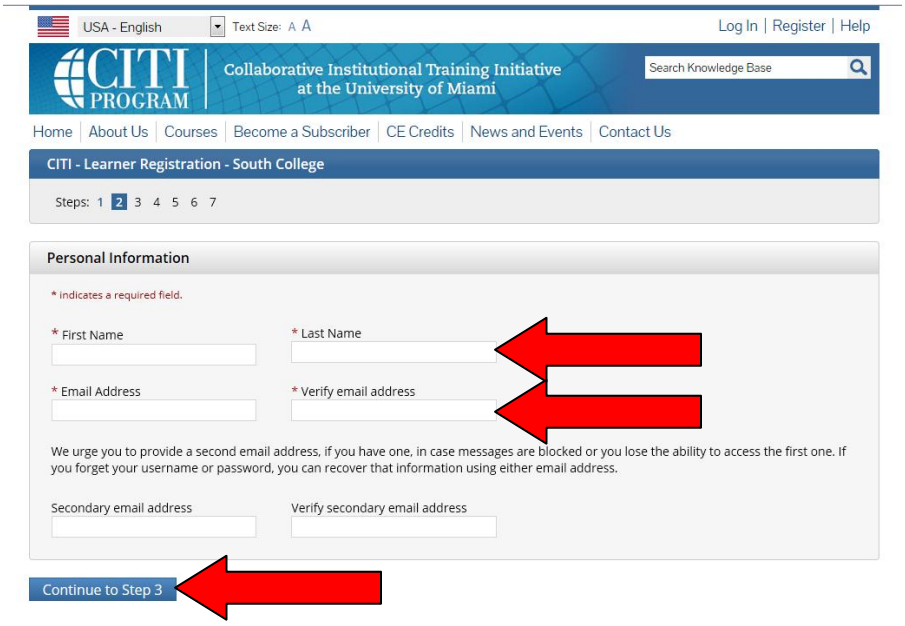
On the CITI homepage, create an account by clicking on the 'Register' button:



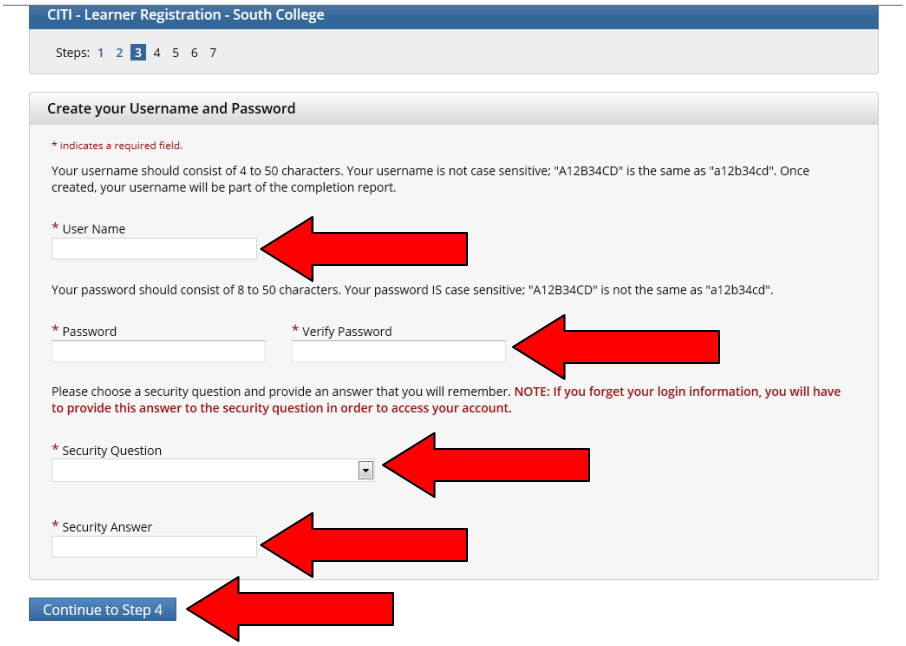
Type ‘South College’ in the box and click on the ‘Continue to Step 2’ button:



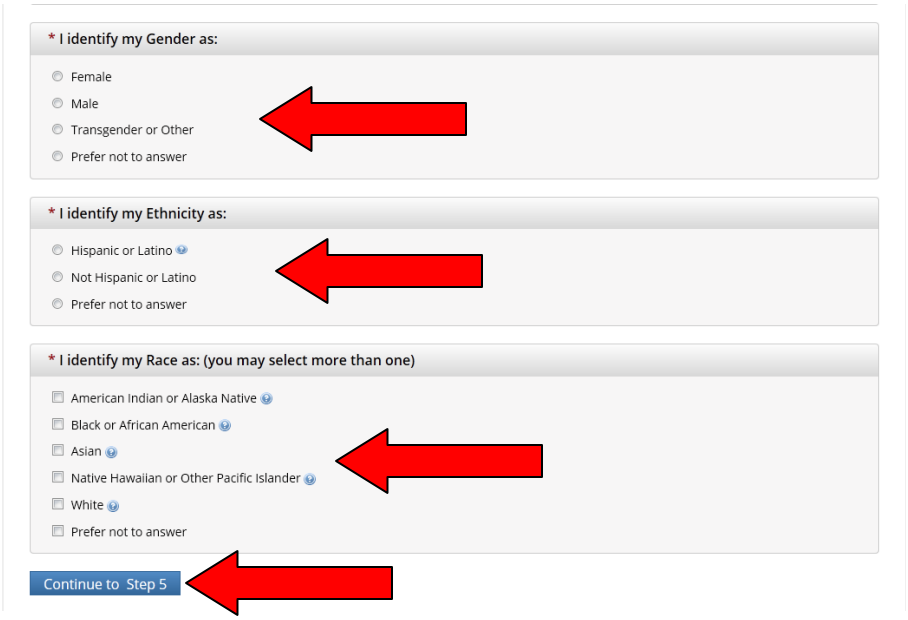
Enter your name and email address, and continue to step 3:



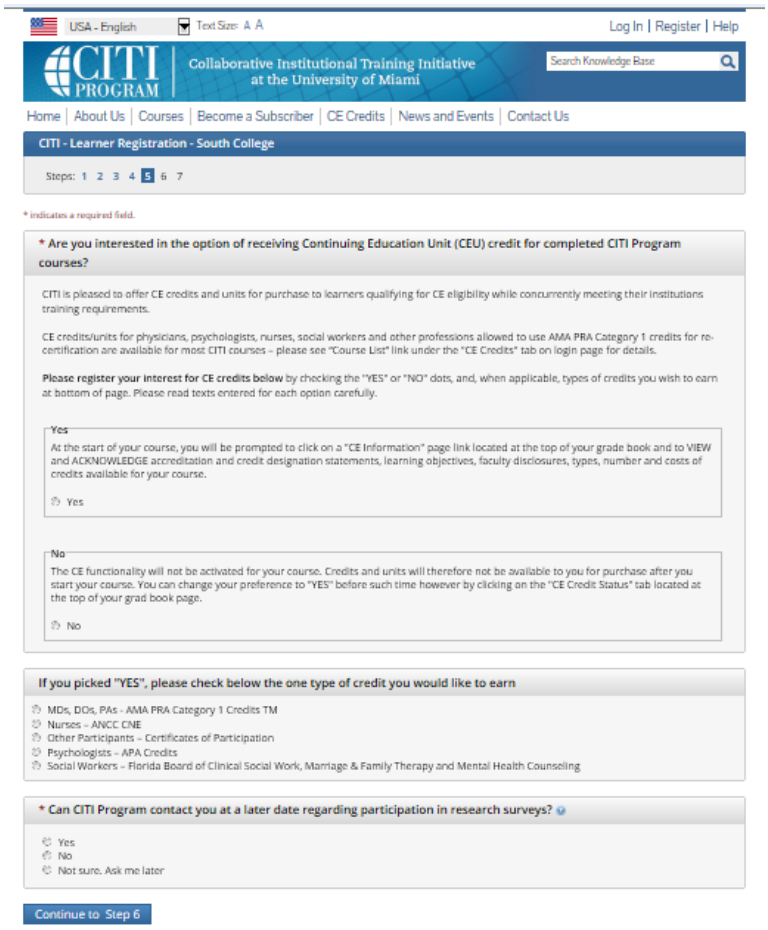
Create your user name, password, security question, and continue to step 4:



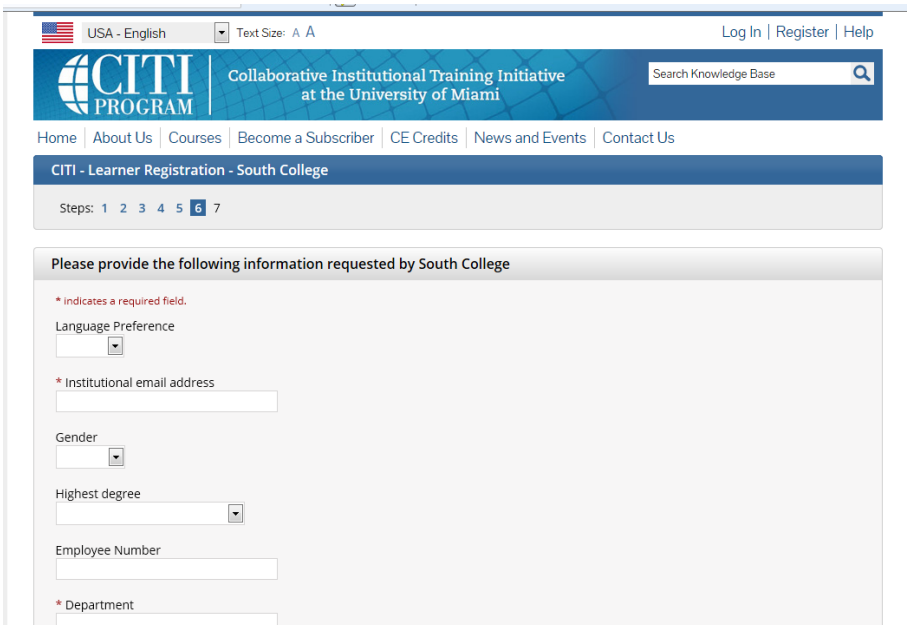
Answer the demographic questions and continue to step 5:



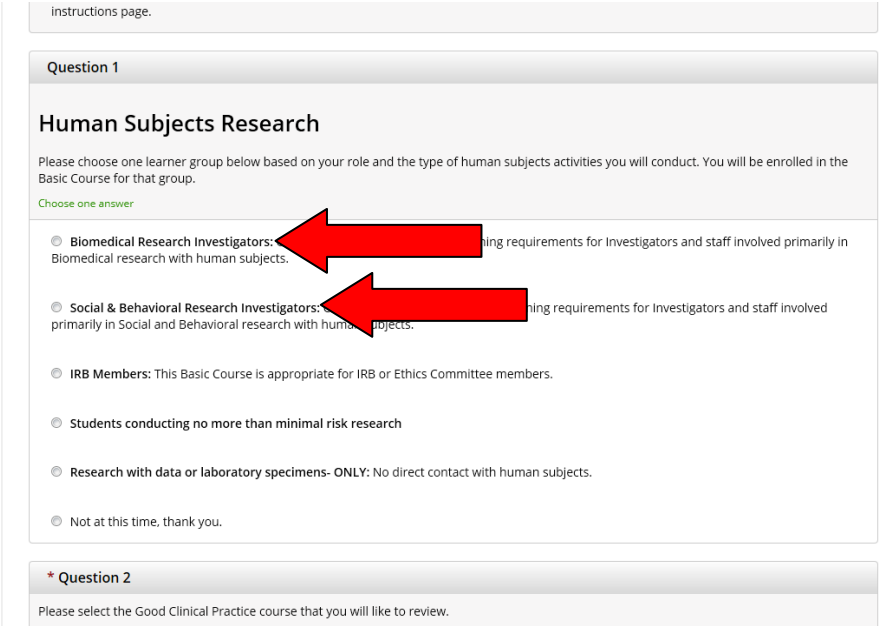
If you are an MD, DO, PA, nurse, or psychologist you may elect to receive Continuing Education Unit (CEU) credit for this course. The University of Miami Leonard M. Miller School of Medicine designates this educational activity for a maximum of 9 *AMA PRA Category 1 Credits*™. Make a choice and continue to step 6:



Provide information requested by South College and continue to step 7:

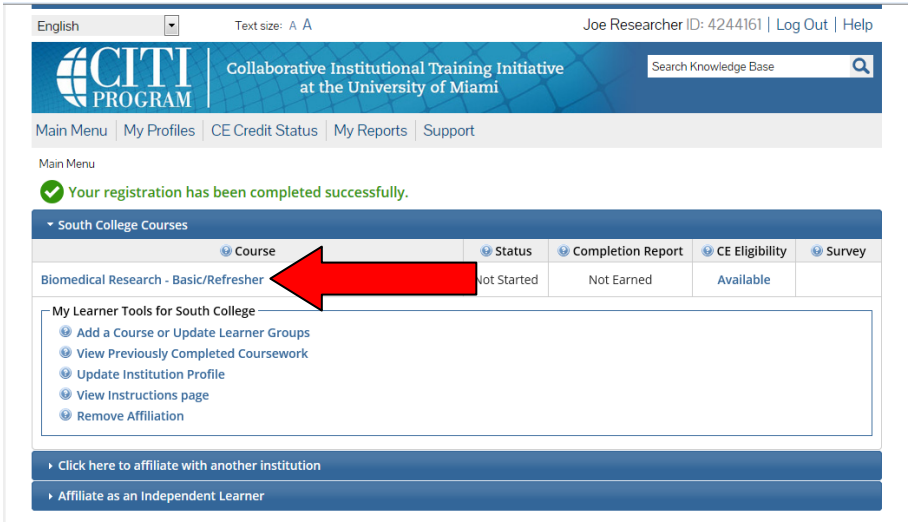


For the response to question 1, select 'Biomedical Research Investigators' or 'Social & Behavioral Research Investigators,' whichever is appropriate for the type of research you will be conducting. For questions 2, 3, 4, and 6 select 'Not at this time, thank you.' Skip Question 5. Click the 'Complete Registration' button at the bottom of the page.

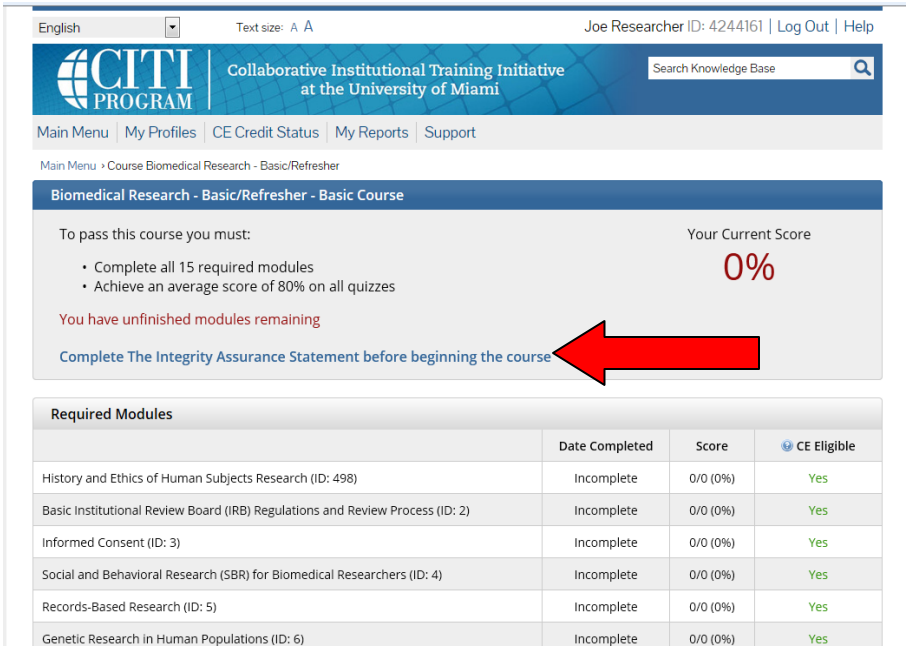


Finalize registration:

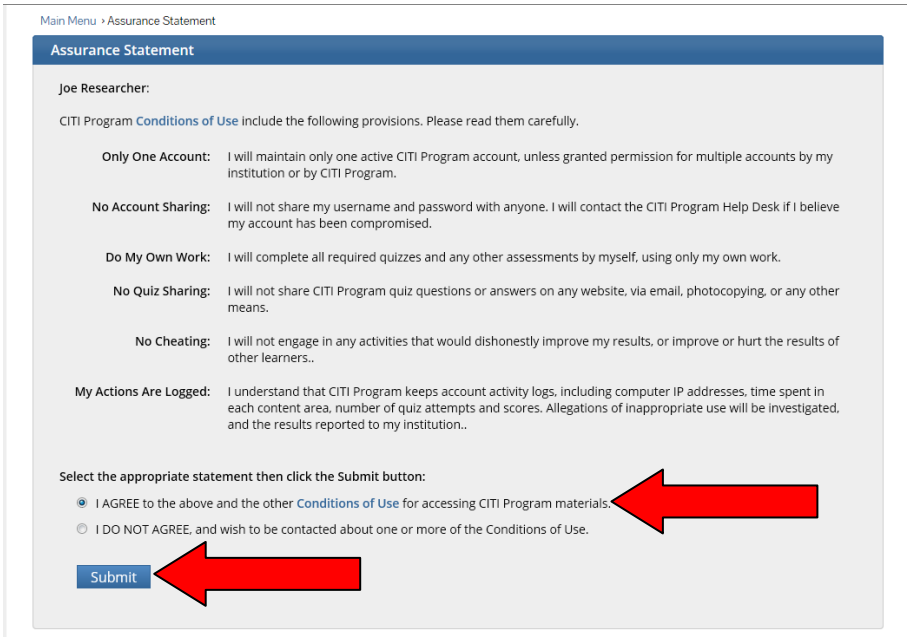
Click on the course name to get started:



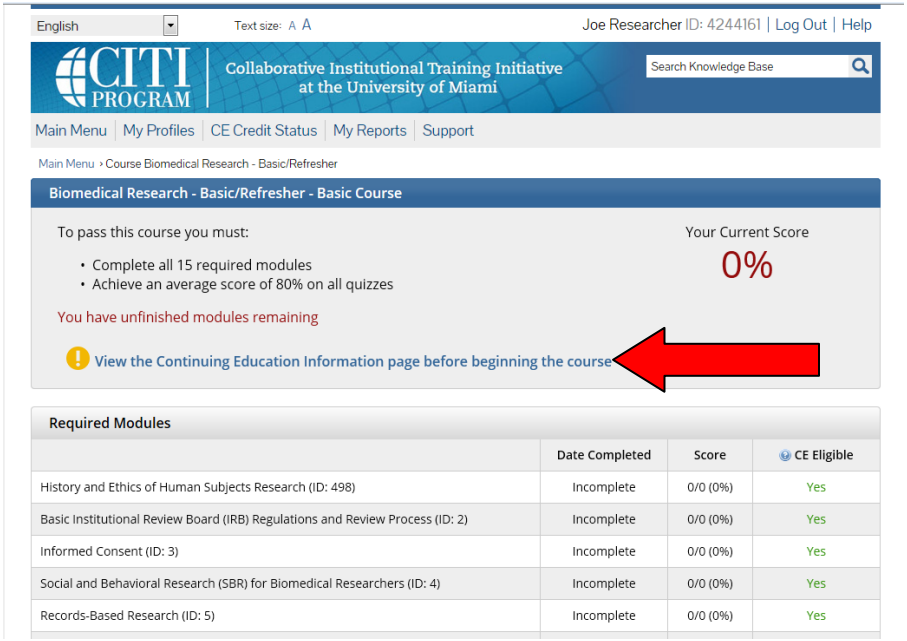
Complete the Integrity Assurance Statement before beginning the course:



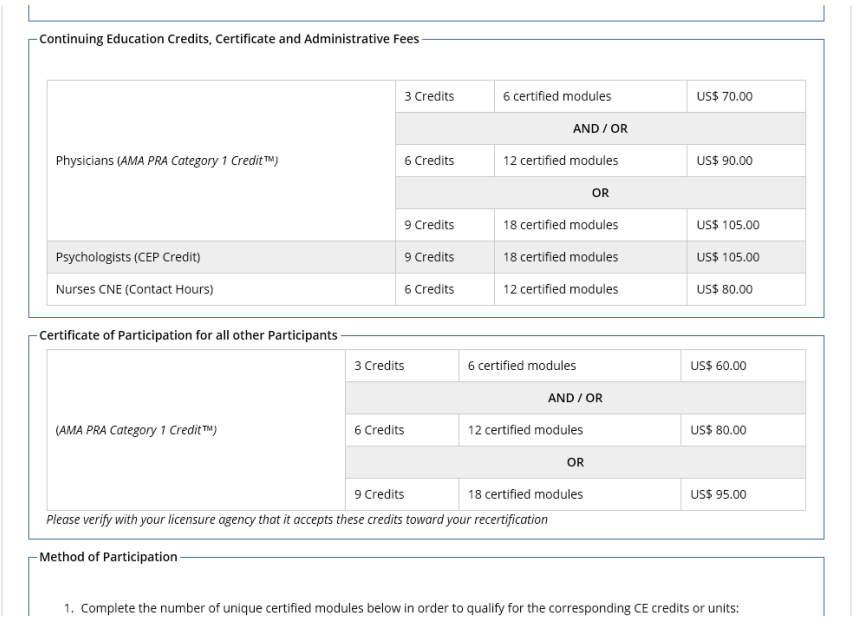
Agree and Submit:



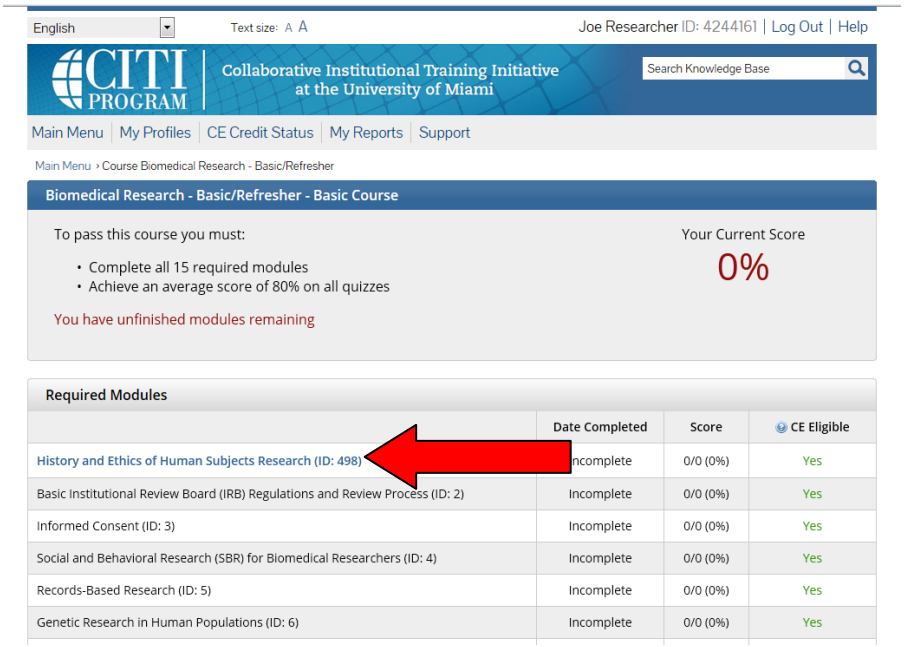
If you elected to receive CME/CEU credit, view the CEU information page:



View the page and click the 'Continue to Course' button at the bottom of the page.



Click on the first module to begin your training:



The course is presented in a series of modules, each with an associated quiz. You may complete each module and quiz at different times and the website will keep track of the quizzes you have completed and the scores. All of the required modules must be completed with a combined score of 80%.

After you complete the quiz on the last module, click on "Print a certificate of completion" and submit a copy to the IRB with your Human Subjects Research Protocol.

Refer to the South College IRB Policies and Procedures Manual for Human Subjects Research for instructions on how to complete and submit a research protocol to the IRB.

http://www.southcollegetn.edu/assets/sc/PDF/SCTN/IRB%20Policies%20and%20Procedures%20Manual%205-13-13.pdf

If you have questions, please contact the South College Office of Sponsored Programs and Research at (865) 288-5779.