

S A M P L E

EDU XXX: INSERT NAME OF COURSE CITI Tutorial Assignment

This course requires students to engage in a case study in which you will be conducting research through working with another person. Because students will study human subjects, ALL students need to learn about ways to protect humans when planning and carrying out research studies.

All members of the SUNY Cortland community, including MST students, who conduct research and involve human subjects, must successfully complete the educational training that is mandated by the federal Office of Human Research Protections. By successfully completing this tutorial, students will be certified to conduct research using human participants for the next three years.

SUNY Cortland requires researchers to successfully complete the on-line Collaborative IRB (Institutional Review Board) Training Initiative (CITI) sponsored by the University of Miami.

For this assignment, students must complete the CITI Basic “social/behavioral” modules. Upon completion of the eight (8) required Basic Social/Behavioral Modules, students need to print a completion report to be submitted in class (another copy of the completion report will be forwarded to the SUNY Cortland Institutional Review Board when submitting an application to conduct research).

To access this tutorial, please follow the following directions carefully:

1. Go to <http://www.citiprogram.org>
2. Choose Register for the CITI Course
3. Choose State University of New York (SUNY) and select College at Cortland from the pull-down menu.
4. Personal information-enter your name and provide an email address
5. Choose a user name and password and enter each in the required location.
6. Gender, Ethnicity and Race-Collects demographic information
7. Learner registration for CEU credit—answer NO
8. Complete the registration page as required.
 - a. For the employee number, you can enter your C-number.
 - b. For the college email address: irb@cortland.edu
 - c. In the address fields, add your local address.
 - d. Add a contact phone number to fill in the office number.
 - e. Click continue to step 7
9. When you get to the next screen titled, Select Curriculum-SUNY-College at Cortland, choose Social/Behavioral (Social and Behavioral Research Investigators and key personnel). Then click complete registration.
10. When you get to the Learner’s Menu, Click Basic Course Required. This link will take you to your Grade Book and will list the following modules that must be completed:
 - a. Introduction

- b. History and Ethical Principles - SBR
 - c. Defining Research with Human Subjects - SBR
 - d. The Regulations and the Social and Behavioral Sciences - SBR
 - e. Assessing Risk in Social and Behavioral Sciences - SBR
 - f. Informed Consent - SBR
 - g. Privacy and Confidentiality - SBR
 - h. SUNY College at Cortland
11. Begin to complete the modules and taking the quizzes on each prior to being prompted to the next module.
 12. Upon completion of the required modules, please print out your completion certificate.

It is likely that students will need multiple on-line sessions to complete the Basic Social/Behavioral Course modules. Quiz grades for completed modules are saved on-line and students can resume their training when they login during a subsequent session. The average time needed to complete the Basic Course is less than 4 hours.

Students are advised to use high-speed Internet access to successfully view and respond to all components of the tutorial. On-line quizzes are offered at the end of each module and a passing score of 70% is required to earn a completion certificate. If less than a 70% is earned on a quiz, students can review the module and retake the quiz; improved scores will replace lower scores.

Students will receive 10 points toward their overall course grade when they submit a printed copy of their CITI Tutorial Completion certificate. The completion certificate is due in class on.