Frequently Asked Questions about CITI Training

Q: What does NKU require for training in CITI?

A: NKU requires all researchers to:

-Take and pass the required research-relevant courses (animal subjects, human subjects, general research) with an 80% or higher for each individual module.

Researchers who submit grants through the Office of Research, Grants and Contracts:

-Take and pass a Financial Conflict of Interest (FCOI) module (Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic)) with an 80% or higher.

Students/trainees that are funded by either National Science Foundation (NSF) or select National Institutes of Health (NIH) grants are required to:

-Take and pass the Responsible Conduct of Research (RCR) course with an 80% or higher for each individual module. **<**

- Please note that CITI will tell you that you are passing with 80% but you will not pass unless you have an 80% or higher on each individual module.

Q: Does the CITI training expire?

A: Yes, NKU requires all required research-relevant courses (animal subjects, human subjects, general research) to be retaken every 3 years. The Financial Conflict of Interest module and Responsible Conduct of Research course must be retaken every 4 years.

Q: I didn't realize I had to have 80% or higher on EACH individual module. How do I retake a module?

A: From your main menu page, click on the course title that contains the module you need to retake. Click on the *Integrity Assurance Statement* located in the bottom of the box directly over the *Required Modules* box. After you click agree and return to the course page, your module links will be active and you can enter the correct module and retake the quiz.

If you do not see the course in your main menu:
1) Sign into CITI
2) Click "*View Previously Completed Coursework*"
3) Click "*View*" in the "completed modules table" for the appropriate course
4) You will then see a list of the modules within the course
5) To take a course again, click the blue hyperlinked title

Edited by: ARS
Edited on: 08/07/2020

Frequently Asked Questions about CITI Training

Q: I took the quiz again to increase my score but the completion report/certificate does not show that I retook it? Where do I find my revised score(s)? How do I print out my score(s)?

A: The research compliance office only needs a list of completed modules, scores and dates completed. If you update scores, the completion report will not update.

From the main menu page, click on the course which includes the module quiz you repeated. This will take you to *Required Modules* page which lists all the modules you have completed for this particular course. This page will show updated scores and the date you retook the module(s). You can print this webpage and use it in place of the completion report/certificate.

If you do not see the course in your main menu:
1) Sign into CITI
2) Click "*View Previously Completed Coursework*"

Q: I need to add some modules to my general human participant course (ie: adding the education modules because I am now doing research in the schools). How do I do this?

A: The best way to do this is to click on *Add a Course or Update Learner Groups* located on the main menu page. Select the appropriate *Human Subject* learner group which will add extra courses automatically when you return to the main menu. It will carry over all modules you have already completed.

Q: I have taken the CITI training while at another institution. Can I use this training as my NKU training?

A: Yes, you can affiliate with another institution and use the modules you have already taken if they are the same modules required by NKU. Register and set up a new account with Northern Kentucky University.

See *Getting Started on CITI* for more information. At the bottom of your main menu page, click on the link *Click here to affiliate with another institution.* Search for your original institution listed in the drop down box of participating institutions. Once you make a selection, the courses you already completed with your original institution will show up on your main menu. In addition, any courses that you have already completed and are required by NKU will rollover and show up as completed for NKU. There may be some modules that you will still need to take for NKU.