

TO: Upstate Medical University Community
FROM: Dr. John Lucas, Vice Provost for Research
DATE: December 13, 2001
SUBJECT: Mandatory Human Subjects Education Program

The National Institutes of Health requires all institutions engaged in human subjects research to develop a comprehensive long-term education program for the protection of human research subjects. In accordance with that directive, Upstate Medical University is implementing the Collaborative Institutional Review Board (IRB) Training Initiative (CITI).

CITI, hosted by the University of Miami, is an Internet based education program, which consists of a series of web-based modules encompassing human subject research ethics and regulations. Each of the 13 course modules has been developed by nationally recognized experts in the field and is accompanied by a quiz. Trainees are encouraged to complete the course in multiple sessions rather than attempting to complete all 13 modules and quizzes in one sitting. Completion of the program is expected to take about 3-4 hours. In addition, a "Hot Topics" section provides timely updates of changes to federal regulations and policies.

The goal of the CITI training program is to provide trainees with the education necessary to ensure maximum protection to those people who volunteer to be research subjects.

All faculty, staff and students, who participate in the conduct of research, involving human subjects, are required to successfully complete the Collaborative IRB Training Initiative (CITI). Certification of completion for the initial CITI training program is valid for one year. Re-certification through the CITI continuing education program is required yearly.

Everyone is encouraged to complete the training as soon as possible.

As of March 1st, 2002, all appropriate personnel engaged on a project must complete the CITI training Program, before a protocol will be accepted for IRB review.

You may register for the CITI training program by entering the following web site: <http://www.miami.edu/bb/sunyreg/>. Within 24 hours (excluding weekends & holidays), you will receive an e-mail message with instructions on how to access the CITI training site to begin your training program.

If you have any questions about the mandatory educational requirements and/or the CITI Training Program, please contact Marti Benedict, IRB Administrator/Chief Compliance Officer for Research at 464-4317 or benedicm@Upstate.edu.