Steps to Required CITI Training for IRB

Certificate Tutorial

All investigators (students and mentors/chairs) are required to attach a certificate, no older than two calendar years, indicating completion of the tutorial on the protection of human research subjects when a protocol is submitted to the IRB for review.

**A step-by-step guide is available on the IRB website:**

<https://www.shu.edu/institutional-review-board/certificate-tutorial.cfm>

Note: If this is your first time completing a CITI training you will need to register. There is no cost. You should complete the following course:

**Social-Behavioral-Educational  
Stage 1 - Basic Course  
This course consists of 13 modules**

After you have completed all of the modules and passed the quizzes with a score of 70% or better, you will be able to download and print a Course Completion Report. You will be required to submit a copy of your course completion certificate with each application to the IRB.