

Instructions for Completion of HSR Online Training: Human Subjects Research

All PIs and co-PIs participating in human subjects research are required to complete the following online [CITI](#) training modules.

1. **Responsible Conduct of Research**
2. **HSR for Social & Behavioral Faculty or HSR for Biomedical Faculty**

If your project involves student investigators, they need to complete these CITI training modules: a. **Responsible Conduct of Research**, b. **HSR for Undergraduate Students**

Please follow the steps outlined below to complete your training:

1. Log-in (or register if you are a first-time user) at <https://www.citiprogram.org/Default.asp>
2. **Select CUNY (Queensborough) and you don't have to pay for this. The University is paying for all faculty and students.**
3. Click on "Add a Course" or "Update your Learner Groups."
4. Select the Course you would like to complete: **Human Subjects Basic Course**



Question 2

Please choose the best option below according to your needs.

This question is required. Choose all that apply.

- Take the Responsible Conduct of Research course
- Take the Export Compliance Course.
- Take the Conflict of Interest Course
- Take the Revised Common Rule Course
- Take the Human Subjects Basic Course
- Take the Good Clinical Practice course
- Take the Working with the IACUC Course
- Take the Animal Care and Use Course
- Take the Biosafety and Biosecurity (BSS) Course
- Take the Institutional/Signatory Official Course(s)
- Take the Social & Behavioral Research Course in **Spanish**
- Webinars
- Not at this time.

Start Over

Next

5. Select CUNY Researchers

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

This question is required. Choose one answer.

- CUNY Researchers
 CUNY Administrators

Start Over

Next

6. Complete any optional modules that may be of interest to you in addition to the required training.

7. Submit a copy of your Completion Certificates as follows:

- Submit a copy of your Responsible Conduct of Research training Certificate to the Research Compliance Specialist, Jennifer Chabra, jchabra@gcc.cuny.edu. Also, attach it to any grant proposal (internal or external) for which you are a PI or co-PI that is submitted to your Grants Officer.
- Upload your Human Subjects Protection Basic Course training certificate to your user profile in IRBNet
 - IRB Manager accounts are created automatically through CUNYFirst. Any student, faculty, or staff with a CUNYFirst account will have immediate access to the IRB Manager system.
 - Submit your IRB protocol using the IRB Manager system. CITI Certification expiration dates are now linked to end user's profiles. **CITI Certifications no longer get uploaded to IRB applications.** CITI Program downloads the certification expiration dates to end users' profiles in IRBManager. **Your protocol will be returned without these two certificates.**