

Louis University. All faculty, staff, students, and collaborating researchers who are involved in the use of human subjects in research must complete the course of instruction offered by the Collaborative Institutional Review Board Training Initiative (CITI) Human Subjects Training at <http://citiprogram.org> or provide documentation of having completed a comparable human subjects research training course. More specific information on how to complete the training and what is required can be found on the Training and Education tab of the IRB website. In this month's tip, we'll highlight the eIRB system functionality regarding this mandatory training, including a few tips for ensuring an accurate connection between training records and the eIRB system. Please see the attached tip.

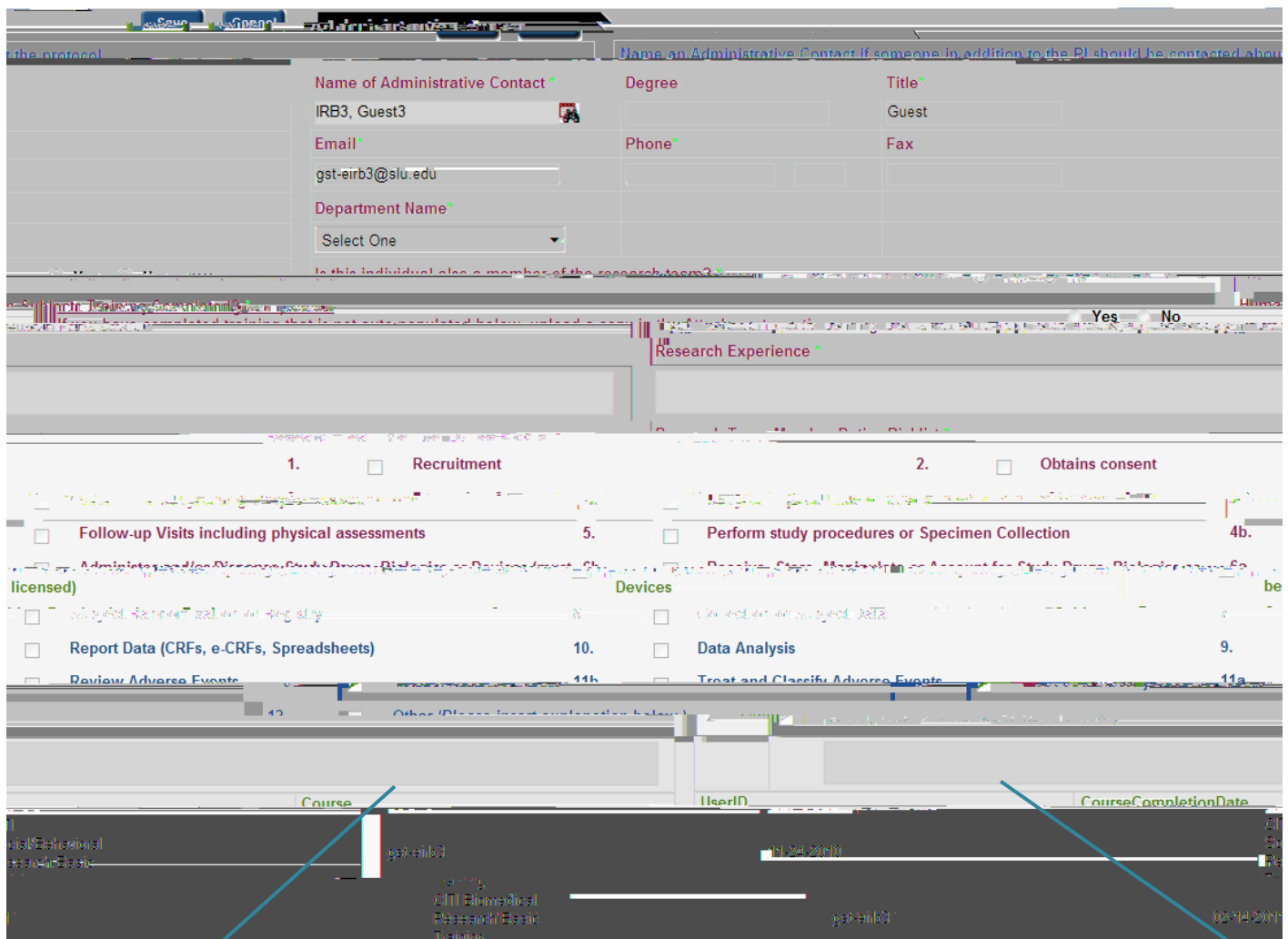
For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site. Previous tips may also be accessed [here](#).

The IRB Office

[\(314\) 977-7744](tel:(314)977-7744)

As you may know, education on the use of human subjects in research is required at Saint Louis University. All faculty, staff, students, and collaborating researchers who are involved in the use of human subjects in research must complete the course of instruction offered by the Collaborative Institutional Review Board Training Initiative (CITI) Human Subjects Training at <http://citiprogram.org> or provide documentation of having completed a comparable human subjects research training course. More specific information on how to complete the training and what is required can be found on the Training and Education tab of the IRB website, [here](#). In this month's tip, we'll highlight the eIRB system functionality regarding this mandatory training, including a few tips for ensuring an accurate connection between training records and the eIRB system.

1. The IRB's records regarding human subjects training are linked to the eIRB system. Training information should appear at the bottom of the personnel entry for each individual listed on the protocol. See below:



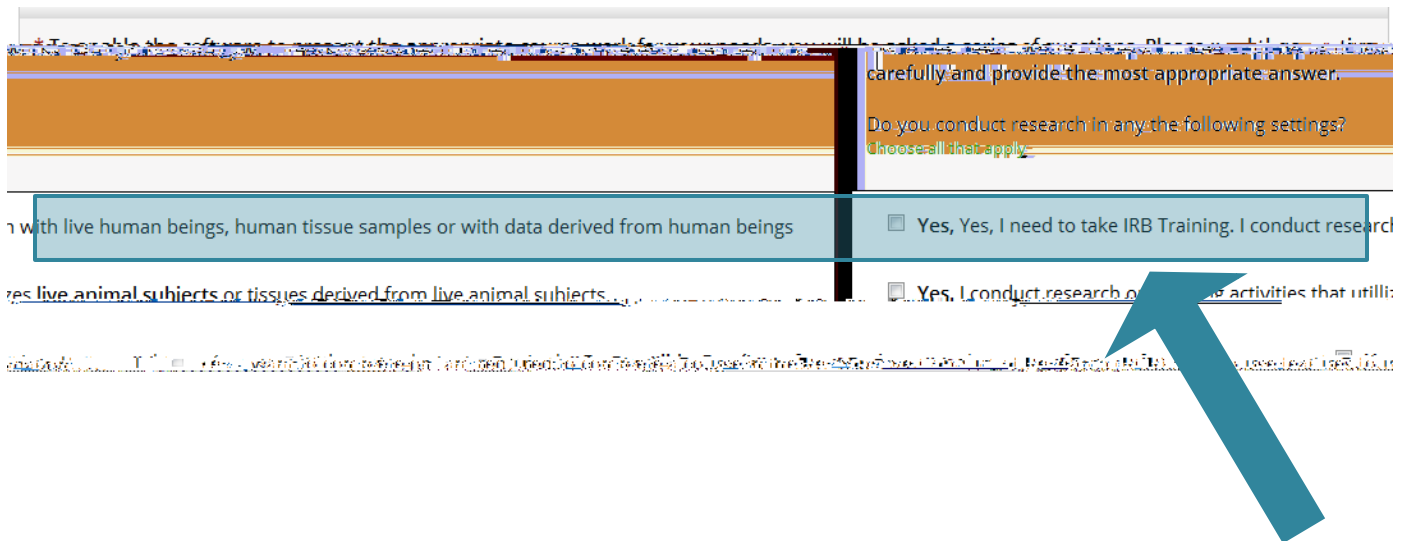
CourseCompletionDate	Course
02-14-2011	CITI Social/Behavioral Research Basic Training
02-14-2011	CITI Biomedical Research Basic Training

2. Individuals who have not taken a CITI course, who have not affiliated their CITI account with Saint Louis University, or

If you have a completed training that did not auto-populate in the eIRB personnel record, a copy can be uploaded in the Attachments section. Upon receipt of the protocol, the IRB office will review the protocol and the IRB office will contact you if there are any questions.

The following tips refer directly to your CITI account.

Make sure you are selecting the correct course. The IRB office requires the first option listed on the CITI menu, "IRB Training". You may be asked by other groups at the University to complete additional courses- this tip refers only to what is required by the IRB office. See below:



For internal SLU researchers, the IRB requires proof of the Basic Course before the office will accept the refresher course. If you have never taken the CITI basic course, or a comparable alternative, you will need to select, "NO, I have NOT completed the Basic Course." See below. Please note: The IRB office currently does not mandate a refresher course, but will at some point in the near future.

