



August 23, 2021

Division of Academic Affairs Staff and Faculty
California State University, Chico

RE: Required Ethics Training for Human Subjects Research

Dear Colleagues,

To further support Chico State's enduring commitment to the ethical treatment and protection of human subjects in research, and to provide continuing education in human subjects protections to faculty, staff, and student researchers, the Institutional Review Board (IRB; formerly the Human Subjects in Research Committee) will require completion of basic ethics training through the Collaborative Institutional Training Initiative (CITI) Program beginning this academic year. The CITI Program offers a series of core training in human subjects research, including the historical development of human subject protections, ethical issues, and current regulatory and guidance information. Per [EM 93-004](#), the IRB is authorized to modify or amend existing implementation policies and procedures or to develop new implementation policies and procedures in order to ensure compliance with changing federal and state requirements.

Effective immediately, all Key Personnel listed on IRB submissions will be required to have completed the appropriate CITI training coursework prior to initiation of the review process. Key Personnel is defined as any Principal Investigator (PI), other investigators, and research personnel conducting human subjects research that are:

1. directly involved in conducting research (i.e., interacting and/or intervening) with human subjects; and/or
2. directly involved with handling private information and/or personally identifiable data related to human subjects during the course of a research project.

Key Personnel also include Chico State faculty and staff who oversee undergraduate or graduate student PIs in their conduct of human subjects research. Site-based supervisors (e.g., cooperating teachers, master teachers, school psychologists, school counselors, etc.) who are supervising or mentoring a student PI who is completing a site-based research project, but who are not involved in data analysis are exempt from CITI training requirements. Similarly, individuals who may provide or work with de-identified data are exempt from CITI training as long as they have no knowledge of or access to identified data.

Collaborators from other institutions are considered Key Personnel if Chico State serves as the IRB of Record. If Chico State does not serve as the IRB of Record, then the CITI training requirement at Chico State does not apply to the collaborator(s). Individuals not classified as Key Personnel (e.g., administrators, department chairs) may elect to complete relevant CITI training courses. PIs are ultimately responsible for ensuring that all Key Personnel on their studies have met the CITI training requirement.

Depending on the nature of the research, Key Personnel who have not previously completed CITI training will be required to complete either the Basic Course in Biomedical Research (13 modules) or the Basic Course in Social & Behavioral Research (9 modules). Once started, Basic Courses can be saved and completed at one's convenience. Basic Courses may take 1-2 hours to complete. In addition to the Required Modules, Supplemental Modules are available. PIs are encouraged to identify Supplemental Modules that are relevant to



their research. CITI training certificates remain active for 3 years, after which Key Personnel are required to renew their training via the appropriate Refresher course (Biomedical Research or Social & Behavioral Research). Please note that additional CITI training (e.g., Responsible Conduct of Research) is required for Key Personnel affiliated with NIH- or NSF-sponsored projects or research funded by other agencies.

In order to avoid processing delays, Key Personnel are encouraged to begin enrolling in and completing the CITI training most germane to their research by visiting the CITI Program [website](#). Members of the Chico State community can log in to the CITI Program using SSO by clicking on "Register," typing "California State University, Chico," selecting the "(SSO)" option, agreeing to the CITI Program Terms of Service and Privacy Policy, and clicking "Continue to SSO Login / Instructions." Further instructions on how to add CITI coursework can be found on the Office of the Provost and Vice President for Academic Affairs [website](#) under Research then to Protection of Human Subjects for the CITI ethics training requirements and info link.

Questions or concerns about CITI training requirements and their applicability to human subjects research at Chico State may be forwarded to the IRB Office at irb@csuchico.edu.

Sincerely,



Debra S. Larson
Provost and Vice President for Academic Affairs
President, Chico State Enterprises
Professor of Civil Engineering