As you may know, education on the use of human subjects in research is mandatory 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. 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
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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:

![Image of eIRB system functionality regarding human subjects training](image-url)
2. Individuals who have not taken a CITI course, who have not affiliated their CITI account with Saint Louis University, or for any other reason have not provided proof of training to the IRB office (at the time they are added to the protocol) will not see a linked training record. See below:

Documentation of an approved educational program must be on file with the IRB office before research on human subjects may begin. Protocols submitted without documented approval will be returned to the research team before processing begins.

Individuals who have not taken a CITI course should follow the instructions on the IRB website, here in order to complete training. Individuals who have previously established a CITI account with another institution may add an affiliation with Saint Louis University to the already existing account. Individuals may also provide proof of comparable training directly to the IRB office to be linked with the eIRB record or may attach proof of training within the protocol. See below for more details:
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 ensure the attached training is directly linked in the future. See below:

If you believe your training record should show in eIRB and it is not, please call the office to resolve.

3. Individuals listed in the Non-SLU Collaborator section of the Personnel Information page do not have the linked training feature. A copy of training will need to be uploaded in the Attachments section for every Non-SLU Collaborator on every protocol.
The following tips refer directly to your CITI account.

**CITI Tip #1:** 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:

![Screenshot of CITI interface showing selection options for IRB training and other courses.]

**CITI Tip #2:** 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.

![Screenshot of CITI interface showing selection options for the Basic Course completion status.]

Next  
Start Over
**CITI Tip #3:** For internal SLU researchers: To help ensure that your CITI training record links with the eIRB system properly, make sure to enter your Banner ID number and SLU email address. If you’ve already created a CITI account and didn’t include this, the information can be added/updated at any time. See below:

*This tip was prepared in February 2014. Please note that information given in this tip and/or the screen shots used could change or become outdated in the future. Rely on the IRB website for the most current and up-to-date information regarding IRB policies and procedures or call the IRB office at (314) 977-7744 with any questions.*