

# CITI Institutional Instruction Page

## Trinity Health of New York (ID: 596)

*(St. Joseph Hospital Health Center & St. Peter's Health Partners)*

We are pleased to offer the **Collaborative Institutional Training Initiative (CITI) on-line training courses** to our faculty, staff, and students.

### I. Instructions

1. Complete all applicable required courses (see the course list below)
2. If you do not have a CITI account log into CITI ([www.citiprogram.org](http://www.citiprogram.org)) and click *Register*. First Question *Select your Organization Affiliation* start typing "**Trinity Health of New York**". Agree to the terms and service and continue to create a username and password.
3. If you have completed CITI courses with another institution, the courses can be transferred to SJH. After you log-in, add "**Trinity Health of New York**" to your affiliations by clicking the *Add Affiliation* box next to "*Would you like to affiliate with another institution?*" under your Institutional Courses.
4. Training expires in a certain number of years (see specific course for details). You will receive an email from CITI approximately 3 months prior to expiration with directions on completing the required education requirements.
5. If you have two CITI account and would like to merge them, please send an email to [support@citi.org](mailto:support@citi.org) and provide them with the CITI member number of the account you want to keep and the CITI member number that you would like to merge.
6. If you have any technical problem with the CITI website or your account, please contact Michele O'Brien in the HRPP/IRB Office ([michele.obrien@sjhsyr.org](mailto:michele.obrien@sjhsyr.org)).

### II. What research education/training programs are you required to complete?

- **Human Subjects Research (G1A):** required by all individuals participating in human subjects research. (expires in 4 years)
- **Responsible Conduct of Research (G1A):** required by all individuals participating in human subjects research. (expires in 4 years)
- **Conflict of Interest Course (G1A):** required for all **funded research**. (expires in 4 years)
- **Good Clinical Practice (G1A):** required by all individuals participating in **clinical trial research**. (expires in 3 years)
- *IRB Members are required to complete all the courses indicated above.*