

CITI Completion Guidelines

The IRB requires researchers, co-researchers, and faculty sponsors to complete research ethics training through the Collaborative Institutional Training Initiative (CITI) before receiving IRB approval. The IRB requires the completion of either the Social & Behavioral Researchers or Biomedical & Health Science Researchers course. Researchers and chairs should complete the course most applicable to their discipline or the research to be conducted.

***CITI training certificates expire after three years. Shortly before a certificate expires, CITI will send a notification email.**

Below are some points to keep in mind:

- The IRB **will accept** and begin its review of IRB applications even if researchers or faculty sponsors/chairs have not completed CITI or their CITI completion has expired, but the IRB **will not approve** a study until CITI has been completed or updated. Please see below for exceptions to this policy:
 - If you are a student researcher and you have completed CITI training, but it has expired within the last 3 months, the IRB will accept your previous CITI certification. However, if your previous certification falls outside of the 3-month grace period, you will be required to update your CITI training before the IRB can approve your study.
 - If you are a student researcher or faculty sponsor whose CITI certificate will expire within 6 months, CITI will send you a courtesy notification by email of the upcoming expiration date; however, CITI will not allow you to renew your certification until it expires. For this reason, the IRB will not require you to update your certification if it will soon but has not expired when you submit your IRB application.
 - If you are a faculty sponsor/chair of a student research project who previously completed CITI training, but it has expired, the IRB will contact you to notify you of the need to update your CITI training. The IRB will allow a one-time exception to the CITI completion requirement for faculty sponsors/chairs, but this exception will be documented. Any future studies for which you are listed as the faculty sponsor/chair will not be approved until you have updated your CITI training.
- If you are a researcher who is part of an LU study team, but you are neither a student nor a faculty member of Liberty University, you will need to provide proof of human subjects' research training (i.e., certificate, screenshot, etc.) to the LU student/faculty member completing the IRB application. The training will need to have been completed within the previous 3 years. There is a question on the IRB application asking if any study personnel are not affiliated with Liberty University. The LU student/faculty member completing the IRB application should answer "Yes," list their unaffiliated

personnel in the form field, and attach documentation of the unaffiliated personnel's research ethics training. Research ethics training other than CITI will be considered.

- The IRB does not require CITI completion from researchers or faculty sponsors/chairs for projects that are believed and confirmed to be not-human-subjects (NHS) research. An IRB application must be submitted for researchers to receive a letter confirming that a project is NHS, and if they believe such a letter is applicable and their study will involve unaffiliated personnel, they can ignore the requests for documentation of research ethics training and our completed investigator agreement for unaffiliated individuals.