



Research Committees Requirements Guidelines

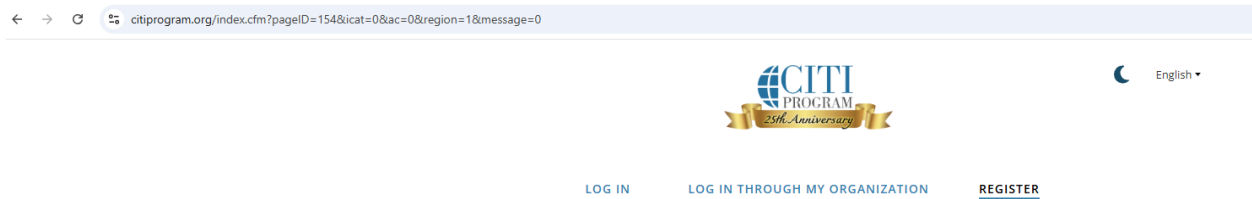
Ahu.Research.Office@ahu.edu

1. Completion of the Collaborative Institutional Training Initiative (CITI) Research Committees:

1.1 Register or Log In:

If you do not have an account, **REGISTER** at www.citiprogram.org – make sure your "institutional email" is the one you check regularly.

Add AdventHealth University to the Organization Affiliation.



If you already have an account, **LOG IN** to www.citiprogram.org.

1.2 Add an Affiliation:

Choose AdventHealth University as an affiliation.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

1.3 Select the Courses:

Click on "View Courses"

AdventHealth University

View Courses

The course page will show the Active Courses, Courses Ready to Begin, and Completed Courses affiliated with AdventHealth University. **Scroll to the bottom of the page and click on "Add a Course."**

Learner Tools for AdventHealth University



- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

The **Courses** appear as a list of titles under **Questions**. AdventHealth University has **five groups of courses**, so there are **five questions**.

In Question 1, Human Subject Research, select the following course:

- Research Review Committee

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- ☐ Biomedical Researchers
- ☐ Social-Behavioral-Educational Researchers
- ☐ Essentials of Public Health Research
- ☐ Institutional/Signatory Officials
- ☐ Biomedical Data or Specimens Only Researchers
- ☒ **Research Review Committee**
- ☐ Not at this time.

In Question 2, Health Information Privacy and Security (HIPS), select the following:

- HIPAA Research Review Committee
- FERPA Research Review Committee

You will need to select one at a time. In other words, after you add them to your list of courses, or you have completed the first one, go back to the "Add a Course" page and select the second one.

Question 2

Health Information Privacy and Security (HIPS)

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

This question is required. Choose one answer.

- ☐ Health Information Privacy and Security (HIPS) Course - Information for Investigators
- ☐ Information Security General
- ☐ HIPAA Researchers
- ☐ HIPAA Healthcare Professionals
- ☐ HIPAA Students and Instructors
- ☐ HIPAA Marketing Professionals
- ☐ HIPAA Fundraising Professionals
- ☒ HIPAA Research Review Committee
- ☐ FERPA Researchers
- ☐ FERPA Students
- ☐ FERPA Instructors
- ☐ FERPA Research Review Committees
- ☐ Not at this time.

Question 2

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If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

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- ☐ Information Security General
- ☐ HIPAA Researchers
- ☐ HIPAA Healthcare Professionals
- ☐ HIPAA Students and Instructors
- ☐ HIPAA Marketing Professionals
- ☐ HIPAA Fundraising Professionals
- ☐ HIPAA Research Review Committee
- ☐ FERPA Researchers
- ☐ FERPA Students
- ☐ FERPA Instructors
- ☒ FERPA Research Review Committees
- ☐ Not at this time.

In Question 3, Responsible Conduct of Research, select the following:

- RCR Research Review Committee.

Question 3

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- ☐ RCR Researchers
- ☒ RCR Research Review Committees
- ☐ Not at this time.

In Question 4, select the following:

- Not at this time.

Question 4

Good Clinical Practice

Please select the Good Clinical Practice course that you will like to review.

- ☐ Good Clinical Practice Course, US FDA Focus
- ☒ Not at this time.

In Question 5, select the following:

- Not at this time.

Question 5

Biosafety/Biosecurity

Please make your selection(s) below to enroll the Biosafety/Biosecurity Course.

- ☐ Introduction to Biosafety
- ☐ Biosafety Officer Training
- ☐ Basic Biosafety Training
- ☐ Biosafety Retraining
- ☐ Animal Biosafety
- ☐ Shipping and Transport of Regulated Biological Materials
- ☐ OSHA Bloodborne Pathogens
- ☐ Select Agents, Biosecurity and Bioterrorism
- ☐ Emergency and Incident Response to Biohazard Spills and Releases
- ☐ NIH Recombinant DNA (rDNA) Guidelines
- ☐ OSHA Personal Protective Equipment Training
- ☐ Human Gene Transfer Trials
- ☐ Nanotechnology
- ☐ Institutional Biosafety Committee Member
- ☐ Dual Use Research of Concern (DURC)
- ☐ USDA Permits
- ☒ Not at this time.

1.4 Passing Score:

A quiz will appear at the end of each module. **The passing score per module is 80%.**

You can repeat CITI quizzes as many times as necessary to achieve the passing score, with no stated limit on the number of retakes for a single quiz. To retake a quiz, you should scroll to the bottom of the exam results page and select the option to "View this Module Again".

1.5 Certificate and Expiration:

At the end of each course completed, you will be able to access and download your **Certificate of Completion**. Navigate to the page for your completed course and click the **"View-Print-Share Record"** link next to the certificate option.

[Review Course](#)

[View - Print - Share Record](#)

Clicking on this "yellow" link will generate another page with **two PDF download options**: the **"Completion Report"** and the **"Completion Certificate."**

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)

[Copy Link](#) 

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)

[Copy Link](#) 

Certificates are valid for **5 years for the AdventHealth University Affiliation**.

2. Completion of Conflict of Interest (COI) Training and Disclosure Form

2.1 COI Definition:

A conflict of interest (COI) in research arises when an individual's personal interests, particularly financial, could compromise or appear to compromise their professional judgment and integrity in conducting or reporting research. All individuals conducting research (except students), research administrators, and research committee members must complete the **conflict of interest (COI) training** and **submit the signed disclosure form**.

2.2 COI Training:

Complete the **CITI training under Question 3, Responsible Conduct of Research:**

- RCR Research Review Committee.
 - o The module Conflicts of Interest and Commitment (RCR-Basic) (ID 16599) is part of the RCR course.

Training is **valid for 5 years** as described in the Certificate.

2.3 Research Conflict of Interest Disclosure Form:

Complete and sign the **AHU Research Conflict of Interest (COI)** and/or **AHU Significant Financial Interest (SFI) Disclosure Form(s)**. Note: The SFI disclosure form is only required if you have any financial interest to report as it relates to your **Institutional responsibilities**.

COI disclosure needs to be completed **annually, during the renewal of the research committee membership**.

3. Notify the Research and Grants Office

Email the Research and Grants Office (RGO) at AHU.Research.Office@ahu.edu the following:

- CITI Certificate Human Subject Research: Research Review Committee.
- CITI Certificate Health Information Privacy and Security (HIPS): HIPAA Research Review Committee
- CITI Certificate Health Information Privacy and Security (HIPS): FERPA Research Review Committee
- CITI Certificate Responsible Conduct of Research: RCR Research Review Committee.
- AHU Research Conflict of Interest (COI) and/or AHU Significant Financial Interest (SFI) Disclosure Form(s).

4. Research Committees CITI Completion Specific Requirements

The following CITI training completions are required for new members or to renew membership, starting in September 2025.

Research and Grants Office staff member:

- Question 1: Human Subjects Research - Institutional/Signatory Officials

Research Steering Committee members and Institutional Clearance Committee:

- Question 1: Human Subject Research
 - Research Review Committee
- Question 2: Health Information Privacy and Security (HIPS):
 - Health Information Privacy and Security (HIPS) Course - Information for Investigators
 - HIPAA Research Review Committee
 - FERPA Research Review Committees
- Question 3: Responsible Conduct of Research:
 - RCR Research Review Committee

Scientific Review Committee:

All reviewers:

- Question 2: Health Information Privacy and Security (HIPS):
 - Health Information Privacy and Security (HIPS) Course - Information for Investigators
 - HIPAA Research Review Committee
 - FERPA Research Review Committees

If a reviewer of HSR or QI/QA with a human sample proposal:

- Question 1: Human Subject Research
 - Research Review Committee

If a reviewer of an NHSR or Retrospective QI/QA proposal:

- Question 3: Responsible Conduct of Research:
 - RCR Research Review Committee

If a reviewer of an NHSR with laboratory specimen proposal:

- Question 5: Biosafety/Biosecurity:
 - Introduction to Biosafety
 - Basic Biosafety Training

If a reviewer of Clinical Trial proposals:

- Question 4: Good Clinical Practice
 - Good Clinical Practice Course, US FDA Focus

If a reviewer of an NHSR with animal sample proposal:

- Question 5: Biosafety/Biosecurity:
 - Introduction to Biosafety
 - Basic Biosafety Training
 - Animal Biosafety

External Funding Steering Committee

There are no CITI training requirements for the EFSC.