Sonoma State University Institutional Review Board (IRB)

Collaborative Institutional Training Initiative (CITI)

For your Institutional Review Board (IRB) application to be approved, all Applicants, Co-Investigator(s) and Faculty Advisor(s) must submit a Certificate of Completion for IRB training with their application. Completion is valid for five years.

The CITI Program is a subscription service providing research ethics education to all members of our on campus research community. The CITI course is a protected site. If you are new to the site, you must register and create your own username and password to gain access to the site.

If you have problems accessing the CITI web site or it's training modules please contact Arcelia Sandoval at arcelia.sandoval@sonoma.eud or 707 664-2066.

> **CAUTION: The ONLY course that will satisfy the IRB CITI requirement is the CITI IRB Training. This is true for Faculty, Staff, Students and Volunteers.**

For new users: Log on to CITI and follow these steps:

1. Selecting this link will allow **Faculty, Staff, Students and Volunteers** to take **any** responsible research-training course at no charge to your department.
2. Once you have selected the link you will need to select register.
3. Next, select Sonoma State University.
4. Create your own username, password and complete form.
5. Select **CITI IRB Training**: Choose this group to satisfy CITI training requirements for individuals involved primarily in Social and Behavioral research with human subjects.
6. Please save an electronic version (pdf) of the Completion Certificate and submit with your application packet.
7. Detailed step by step instructions can be located here.

For users who already have an account: Log on to CITI and follow these steps:

1. Selecting this link will allow **Faculty, Staff, Students and Volunteers** to view previously completed courses and take any responsible research training course at no charge to your department
2. Next, Log In
3. Select View Courses.
4. Under Learner Tools for Sonoma State University, select Add a Course.
5. Select **CITI IRB Training**: Choose this group to satisfy CITI training requirements for individuals involved primarily in Social and Behavioral research with human subjects.
6. Please save an electronic version (pdf) of the Completion Certificate and submit with your application packet.
7. Detailed step by step instructions can be located here.