

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

For users who already have an account: Log on to [CITI](#) and follow these steps:

1. Log In
2. Select View Courses. 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
3. Under Learner Tools for Sonoma State University (scroll to the bottom), select Add a Course.
4. Question #1 select **IRB Certification for Faculty, Staff and Students**. Choose this group to satisfy CITI training requirements for individuals involved primarily in Social and Behavioral research with human subjects. Although CITI system requires that you answer Question #10, Sonoma State University does not require its users to take CITI's COVID-19 training.
5. Please save an electronic version (pdf) of the Completion Certificate and submit with your application packet.
6. Detailed step by step instructions can be located on CITI's web page [here](#). Select #4 Your Assigned Courses and add the course as specified above.