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**CITI IRB Registration and Training Course Instructions**

**REGISTRATION INSTRUCTIONS**

1. Go to <https://about.citiprogram.org/en/homepage/> and click on “Register” in the upper right corner of the CITI homepage.
2. Under Add Affiliation, type ‘University of New England’ and then provide the rest of the required information. Enter at least one email address (does not need to be a UNE email).
3. Select "no" on item 6, CME/CUE credits (unless you wish to obtain CME/CEU credits).
4. Once all the information is input, click "select" and follow any remaining instructions

**TRAINING COURSE INSTRUCTIONS**

***Unless informed otherwise, only one training course is necessary. CITI training is valid for four (4) years from the date of course completion***.

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| **If this is your first time taking CITI training, you will need to take one of the courses under question 1 in the** | |
| **registration process:** |  |

* If you will collect data through interviews, surveys, educational or psychometric tests, or observations of non-public behavior, take the Social & Behavioral Research Investigators course.
* If you are using only existing data, take the Data or Specimens Only Research course.
* If you plan to collect biomedical data, or biometric or physical data from participants (*e.g.* blood or saliva sampling, blood pressure, weight, timing movements, or measuring performance on a physical task), take the Biomedical Research Investigators course.

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| **If you have taken CITI training before, you will need to take one of the courses under question 2 in the registration** | |
| **process:** |  |

* If you will collect data through interviews, surveys, educational or psychometric tests, or observations of non-public behavior, take the Social & Behavioral Research Investigators course.
* If you are using only existing data, take the Data or Specimens Only Research course.
* If you plan to collect biomedical data, or biometric or physical data from participants (*e.g.* blood or saliva sampling, blood pressure, weight, timing movements, or measuring performance on a physical task), take the Biomedical Research Investigators course.

**Generally**, you do not need to take any of the trainings offered under Questions 5, 6, or 7.

If you are dealing with animals, recombinant DNA, or if you receive federal funds for your study (e.g. an NSF or NIH grant) questions 5-7 may apply to you. Otherwise, where there is an option to answer “no” or “not at this time” to these questions, please select such option.

If you have any questions about the CITI registration or which training courses that you need to take, please contact the Director of Research Integrity at irb@une.edu or (207) 602-2244.