

GREATER BALTIMORE MEDICAL CENTER INSTITUTIONAL REVIEW BOARD

INSTRUCTIONS FOR REGISTERING AND COMPLETING CITI PROGRAM COURSES AND MODULES

HOW TO ACCESS CITI

If you already have a GBMC CITI account, go to www.citiprogram.org, click the “Log In” button, and enter your username and password.

If you already have a CITI account with another institution, go to www.citiprogram.org, “Log In” and affiliate (Add Affiliation) with Greater Baltimore Medical Center (GBMC)

If you do not have a CITI account:

1. Go to www.citiprogram.org and click the “Register” button
2. Follow the instructions on each screen
3. Be sure to affiliate with Greater Baltimore Medical Center (GBMC).
4. When finished, finalize your registration by clicking the “Submit” button

HOW TO COMPLETE A CITI COURSE

The GBMC IRB has approved three courses in human subjects research that meet training requirements:

1. “Biomedical Research – Basic/Refresher”
2. “Basic Course in Records-Based Research”
3. “Basic Course in Survey/Questionnaire Research”

Select and complete the course most appropriate for the type of research you will be participating in.

If you do not see the course option under either “My Courses” or “View Courses”, click “Add a Course” under “Learner Tools for Greater Baltimore Medical Center (GBMC)” and make your selection from there. Answer all questions and click “Submit”.

There are other courses available through CITI (e.g. Good Clinical Practice, Biomedical Responsible Conduct of Research); however, these courses do not meet the GBMC IRB training requirements. They are offered as a courtesy to those who are interested in taking them.

Once you have completed the selected training course, a certificate of completion will be made available for saving and/or printing.