

Required Human Subjects Research Training for Extension Educators

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- Extension Educators are required to have training for Human Subjects Research.
- Educators may be Principal Investigators on “exempt” category research projects only.
- Educators may be Key Personnel on “full review” research projects where Faculty or Specialists are the Principal Investigators.

This document highlights information for Extension Educators.

Refer to Purdue’s IRB for complete information: <https://www.irb.purdue.edu/>

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Extension Educator Required Training for Human Subjects Research

1) CITI* - Group 2. Social Behavioral Research Investigators and Key Personnel

- Once you have completed this training, your certification is good for 4 years. Every four years you need to do a refresher course to keep current.

2) CITI* - Responsible Conduct of Research (RCR) Training - Faculty, Postdoctoral, and Graduate Students

- Do this training just once for your role in Extension.
- Referred to as the “General” RCR Training.

3) EVPRP** – Responsible Conduct of Research (RCR) Field Specific Training

- Do this training just once for your role in Extension. This works best if you do this AFTER you have completed the RCR Training – Faculty, Postdoctoral, and Graduate Students.

*CITI = Collaborative Institutional Training Initiative (CITI Program)

**EVPRP = Purdue Office of the Executive Vice President for Research and Partnerships

Instructions to Complete the Required Training

1) CITI - Group 2. Social Behavioral Research Investigators and Key Personnel

- WEBSITE: <https://citiprogram.org>
- Register your CITI account
 - Follow “Online CITI Training” information on Purdue’s IRB website <https://www.irb.purdue.edu/training/> to register/setup your account
 - Tips for Extension Educators
 - Be sure to use your Purdue email
 - Complete the required fields
 - Department = Cooperative Extension Service
 - What is your role in research? = Principal investigator
- If you have an existing CITI account from another institution
 - Change your affiliation to Purdue University
 - Update your profile information
 - Be sure to update to your Purdue email
 - Complete the required fields
 - Department = Cooperative Extension Service
 - What is your role in research? = Principal investigator
 - Contact Purdue’s IRB irb@purdue.edu if you need help.

- Complete Course “Social Behavioral Research Investigators and Key Personnel”
 - After you are registered and your CITI account is setup, under the heading “Learner Tools for Purdue University,” click on “Add a Course”.
 - Under “Select Curriculum – Purdue University” – Question 1, Human Subjects Research– select “**Social Behavioral Research Investigators and Key Personnel**”.



[View instructions page.](#)

Question 1

Human Subjects Research - Initial (Basic) Training

Select the group appropriate to your research activities. Human Subjects Research Training

- Biomedical Research Investigators and Key Personnel
- Social Behavioral Research Investigators and Key Personnel**
- For New or Returning IRB Members only – Additional Board Member Course

- Skip ALL the other questions, and scroll to the bottom and click on SUBMIT.
- Now you will see your course “Group 2” listed on the menu.
 - Click on Group 2. Review the course information. Click on the “Complete the Integrity Assurance Statement before beginning the course” button. Review and agree to the terms. Click SUBMIT.
 - Click on title of a module, review and study all materials included, and then complete quiz. Repeat for each module in Group 2.
 - Expect to spend about four to five hours of study or more to complete all the modules in Group 2. You do not need to complete the entire course in one session. Re-enter the CITI site as often as you like.
 - You must complete all required modules with a cumulative score of 80% or better to pass the course. (Repeat modules as needed to reach this.)
 - When completed, main menu will show the “Passed” status. You can “View-Print-Share” a document with this information.
- Your Certification lasts 4 years. You will receive reminder emails from CITI instructing you to do the refresher course to keep current.
- Set up your Cayuse IRB Account
 - Cayuse IRB is the online system for submitting research determination or protocols. To request setup of your Cayuse IRB account, go here: <https://form.jotform.com/92405249033149>. This form notifies Purdue’s IRB staff to manually set up your account, and can take a couple days to be completed.

2) CITI - Responsible Conduct of Research (RCR) Training - Faculty, Postdoctoral, and Graduate Students

After Completing the CITI Course, “Group 2. Social Behavioral Research Investigators and Key Personnel”, your next step is to complete the Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Students. This RCR training is referred to as the “General” RCR Training.

- Use these instructions to complete this RCR training: https://extension.purdue.edu/hub/wp-content/uploads/2020/07/AcroBrwEx_RCR-Quick-Reference-Card.pdf ADWB38B.pdf
- Complete steps 1.-6.f.

3) EVPRP – Responsible Conduct of Research (RCR) Field-Specific Training

After Completing the CITI Course, “Responsible Conduct of Research (RCR) Training - Faculty, Postdoctoral, and Graduate Students”, your next step is to complete the EVPRP - Responsible Conduct of Research (RCR) Field-Specific Training.

- Required to complete 2 hours of training (**by July 1, 2022**)
- These training recordings can be viewed.
 - Watch College of Agriculture – Field Specific Training (1.5 hours), <https://www.youtube.com/watch?v=Q-s4YCFEH14>
 - Watch Purdue Pharmacy – Field Specific Training (1 hour), https://mediaspace.itap.purdue.edu/media/RCR+2021/1_8i7i2zxo
 - Watch Krannert – Field Specific Training (2 hours), <https://youtu.be/pS6PxMH6hZI>
- Other training opportunities may be made available.
- Self-report your training completion.
 - <https://www.purdue.edu/research/regulatory-affairs/responsible-conduct.php>
 - Select “Tracking Your RCR Training”
 - Log in with username and password (NOT BoilerKey)

Tracking Your RCR Training

Tracking General Online RCR Training

Once you have completed your online training within CITI, your training records will be automatically downloaded so that Purdue will know that you've completed this component of the requirement.

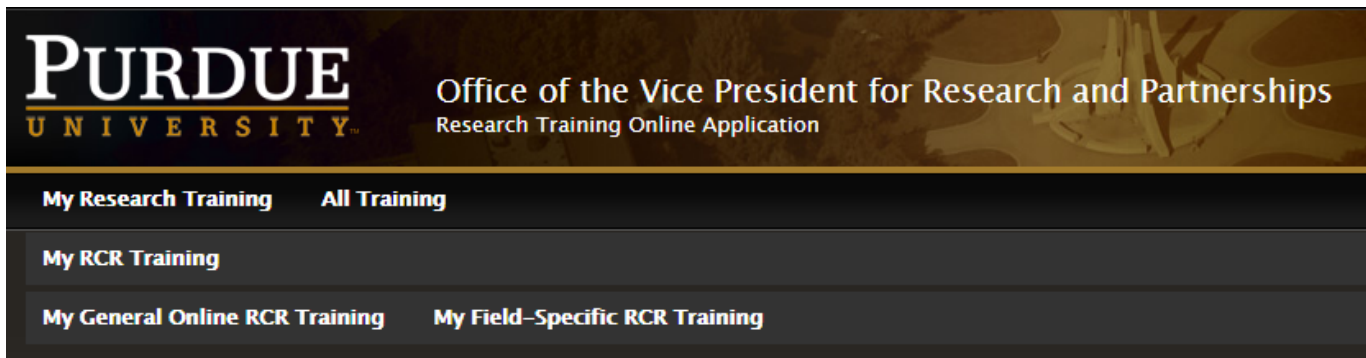
Tracking Research Field-Specific RCR Training

Individual researchers are in the best position to provide updates regarding their own field-specific training. Researchers should provide their updates [here](#) (click on the My RCR Training tab at the top of the page).

Researchers who do not complete their training by the designated deadlines will receive an email notification to do so.

RCR Resources

- Notice the two headings



- **My General Online RCR Training** – this is the “CITI - Responsible Conduct of Research (RCR) Training - Faculty, Postdoctoral, and Graduate Students” course listed as the #2 requirement of training described above.
- **My Field-Specific RCR Training** – this is the one you need to self-report
 - Select “My Field-Specific RCR Training”
 - Document your Researcher Type, as “Research Associate”
 - Document the training you completed to reach the required 2 hours.

My current Field-Specific RCR Training Record

	Training Event Type	Event Date	Event Duration (in hours)
<input type="button" value="Delete"/>	Seminars/Workshops/Case Study Discussions	21-04-2021	1.50

If you have questions about, or need assistance with, this EVPRP self-reporting site, email RCRTraining@purdue.edu.

Executive Vice President for Research and Partnerships, Responsible Conduct of Research,
<https://www.purdue.edu/research/regulatory-affairs/responsible-conduct.php>

Ensure Established Educators have current CITI training.

Be sure all established Extension Educators have **Group 2. Social Behavioral Research Investigators and Key Personnel** training completed.

If established Extension Educators do not have this completed, here are the instructions.

CITI - Group 3. Cooperative Extension Service (CES) Extension Educators training is no longer recognized. In the past, Group 3. Cooperative Extension Service (CES) Extension Educators training was the required course for Educators, but it is no longer recognized. You can still see it on the CITI site, but DO NOT take it anymore. Your current training must be “Group 2. Social Behavioral Research Investigators and Key Personnel”.

- Go to the CITI site: <https://citiprogram.org>

- Click on “log in through my organization”, select Purdue University, and use BoilerKey to log in.
- Under “Learner Tools for Purdue University,” click on “Add a Course”
- Under “Select Curriculum – Purdue University” – Question 1, Human Subjects Research– select “**Social Behavioral Research Investigators and Key Personnel**”.



[View instructions page.](#)

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 - You must complete all required modules with a cumulative score of 80% or better to pass the course. (Repeat modules as needed to reach this.)
 - When completed, main menu will show the “Passed” status. You can “View-Print-Share” a document with this information.
- Your Certification lasts 4 years. You will receive reminder emails from CITI instructing you to do the refresher course to keep current.

CITI Emails

Purdue’s IRB is in transition on the CITI courses. The Group 3 Extension Educators course is no longer be recognized. Only Group 2 Social Behavioral Research will be used.

- However, the CITI site, and external website, has not changed and doesn’t know that Educators no longer need to keep Group 3 current.
- If you receive an email from CITI about your Group 3 Extension Educators course, you need to do the Group 2 Social Behavioral Research course **instead**.
- If you have already completed the Group 2 Social Behavior Research course, it is possible that you may still receive CITI emails about your Group 3 Extension Educators course. If that is the case, you may ignore the email about Group 3.



Contact Julie Huetteman jhuettem@purdue.edu if you have questions.

Submitting Research Protocols to Purdue's IRB

When you are planning to submit a research protocol for review or are on a team that is preparing to do research, go to Purdue's IRB website and review the training resources: <https://www.irb.purdue.edu/training/>.

Training and Tools

If you are engaged in human subject research, all study personnel who interact with subjects, participate in an intervention with subjects, or who access information about subjects which could reasonably identify the subjects must complete required training. At Purdue, required training is administered through CITI.

The Collaborative Institutional Training Initiative (CITI) Human Research Protections Training Course is a self-paced web-based training program covering core ethical concepts and regulatory requirements. Purdue University requires all individuals engaged in the conduct of human subject research to have current CITI certification, which may be updated by a refresher course after 4 years.

IRB Monthly Training

Online CITI Training

Assistance with Protocol Development

Researcher Guide

Tools for Protocol Development

- Here is an IRB Training with a focus on Extension and includes information on how to use the Cayuse IRB system.
 - SLIDES - <https://extension.purdue.edu/hub/wp-content/uploads/2019/10/IRB-Monthly-Training.pdf>
 - RECORDING - <https://www.youtube.com/watch?v=n0TyQ4kdoZk>
- Set up your Cayuse IRB Account
 - Cayuse IRB is the online system for submitting research determination or protocols. If you haven't already done this...request setup of your Cayuse IRB account here: <https://form.jotform.com/92405249033149>. This form notifies Purdue's IRB staff to manually set up your account, and can take a couple days to be completed.

Contact Purdue's IRB <https://www.irb.purdue.edu/> if you have questions or need assistance.