## 1. Why is it necessary to complete CITI training when conducting human participant research?

All individuals planning to undertake research in Qatar are required to demonstrate a basic knowledge of human research ethics, regulations, laws and local policies. The CITI program offers research, ethics, and compliance training courses. PHCC has subscribed to mandatory and some optional CITI program courses. Staff can access CITI program courses [here](http://www.citiprogram.org).

## 2. Which are the compulsory CITI courses that must be completed before submitting research for PHCC IRB?

To meet the requirements of PHCC’s IRB submission all research team members must complete either one of the following courses:

1. Biomedical (Biomed) Comprehensive (14 modules)
2. Social-Behavioral-Educational (SBE) Comprehensive (9 modules)

Some learner groups require the completion of one or two elective modules. Researchers will have the option to choose which elective module(s) they would like to complete out of a list provided by CITI. For example, elective modules are available for those researchers working with a vulnerable population. It will benefit each researcher to complete the elective module(s) specific to the vulnerable population they will be working with.

Depending on the specific nature of the research project, completion of additional courses may be requested by the research office. If applicable, this will be communicated separately.

All CITI courses (mandatory and elective) subscribed by PHCC courses can be accessed [here](http://www.citiprogram.org). These courses include:

* Biomedical Data or Specimens Only Research (6 modules)
* Observational Research Protocols: An Introduction (5 modules)
* Biomedical Responsible Conduct of Research (11 modules)
* Clinicians - Information Privacy & Security (IPS) (11 modules)
* Conflicts of Interest (2 modules)
* GCP – Social and Behavioral Research Best Practices for Clinical Research (9 modules)
* GCP for Clinical Investigations of Devices (10 modules completed)
* GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus) (13 modules)
* Research Study Design (RSD) (11 modules)
* Researchers - Information Privacy & Security (IPS) (11 modules)
* Social and Behavioral Responsible Conduct of Research (10 modules)

## 3. What to do if I forgot my CITI Username or Password?

If you have forgotten your username or password you can click the ‘forgot?’ link (in blue colour) in the log-in fields. Alternatively you may contact the CITI Support Desk at <https://support.citiprogram.org/s/contactsupport>.

## 4. How can I request for a CITI course completion certificate?

## The individual completing the course is responsible to keep a record of their CITI completion certificate. The certificate can be downloaded by logging on to the CITI portal can be obtained by clicking ‘View- Print – Share Record’ and then selecting ‘View/Print’ under completion certificate.

## 5. How often do I need to renew CITI?

## To participate in ongoing research activities, the mandatory course certificates must be renewed every 3 years by taking the corresponding Refresher Course. Initial IRB approvals, modifications, renewals and other mid-research submissions will not be approved without verification of up-to-date researcher training.

## Health Information Privacy & Security (HIPS) training and GCP do not require renewal.

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## 6. What score is required to pass each module exam?

An average score of 80% or higher is required in order to successfully complete a CITI training course.

## 7. If I do not pass a module exam, can I retake it?

Yes, the test modules may be taken as many times as needed. When you complete the test and do not pass, you can select Re-do the test or read the training material again. This will allow you to select and retake any of the individual modules.

## 8. How often does the CITI training need to be completed?

Continuing education will be required every three years. Once the initial CITI modules are completed, users will complete refresher courses every three years. CITI offers an automated alert system to remind researchers, via email, that refresher or recertification training is due.

## 9. Who should I contact if I am having technical difficulties with the CITI training program?

CITI is a volunteer organization whose goal is to develop and distribute high quality, peer reviewed educational resources designed to raise awareness to the Responsible Conduct of Research for all members of the research team. CITI provides “Help Desk” support for users by sending an email to CITI Support Desk at <https://support.citiprogram.org/s/contactsupport>

Any questions regarding the CITI training courses that are not addressed in here can be emailed to the Department of Clinical Research in PHCC (researchsection@phcc.gov.qa).