Updated 1.8.14

DIRECTIONS FOR HUMAN SUBJECTS TRAINING
Department of Anthropology, Barnard College

Before you may begin any research involving human subjects for a course-related project in Anthropology at Barnard, you must complete training in ethical behavior for researchers. Columbia—and, thus, by default—Barnard, is now part of a consortium that offers what is know as "Unified Research Compliance Training." The consortium is based at the University of Miami and is called the Collaborative Institutional Training Initiative (CITI). So…..to take the appropriate training "courses," as they're called, you will begin by going to this website where you will register as a new user (bottom right-hand side of the webpage).

Your goal here is to **complete a series of "courses"**—if my memory serves me right, the process takes about an hour and involves reading about the history of human subjects research (it's actually pretty interesting). You can log in and out as you please, completing parts at different times. After you read various sections the module might them ask you a few questions. (You can retake the modules if your scores are too low to pass.) When you're done, it's important that you print out two copies—one for your files, and one for you to hand in with your Research Proposal. YOU CAN NOT BEGIN YOUR PROJECT UNTIL YOU HAVE EVIDENCE OF CERTIFICATION FROM CITI (sometimes called "RASCAL" at Columbia).

The entire approach—in case you're interested—is based on a dominant model in bioethics known as "principlism," first promoted by two authors named Childress and Beauchamp. The four "principles" that guide much of the work these days in the U.S. (and, increasingly, abroad), are autonomy, beneficence, non-maleficence, and social justice.

REGISTRATION

To register, go to:

https://www.citiprogram.org

Note that you need to have a Columbia UNI to register with CITI.

Also, it is important that you to keep a record of your user and login information so that you can enter and exit the website as needed.

Early on in the registration you will be asked to designate your campus. Please select "Columbia University" from the list of CITI-affiliated institutions.

Once registered, you will be asked

1. Which trainings do you need to complete?

Please choose:

☐ Human Subjects Protection Training

For all Researchers, Students, and Research Staff conducting research with human subjects

The next screen read as follows:

* Please choose the appropriate Human Subjects Protection course based on your Human Subjects research.

You should choose:

◯◯ Social and Behavioral
Includes research involving behaviors, cognitive function, or social interactions, such as research conducted in the social sciences, humanities, Department of Psychology, the School of Social Work, the Business School, Engineering and some research on the CUMC campus.

On the next few screens choose "NO" for a) research with minors; b) FDA-regulated research; and c) "responsible conduct."

then choose "**Finalize Registration**"

and then click "**Columbia University Courses**."

REQUIRED 'COURSES' FOR CERTIFICATION

You may now begin the course "**Human Subjects Protection SBR.**"
Please take these **Required Modules:**

Belmont Report and CITI Course Introduction (ID: 1127)

History and Ethical Principles - SBE (ID: 490)

Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)

Informed Consent - SBE (ID: 504)

Conflicts of Interest in Research for Columbia Researchers (ID: 15224)

Columbia University (ID: 739)

When you're done, again, make sure **you print out the certificate/proof of having completed these 'courses.'** You will need two copies for our class—one which you keep on file, the second you will hand in with your Research Proposal.

Make sure you log out when you are done.

Please let me know if any of these directions are unclear or do not work.

--Prof Sharp