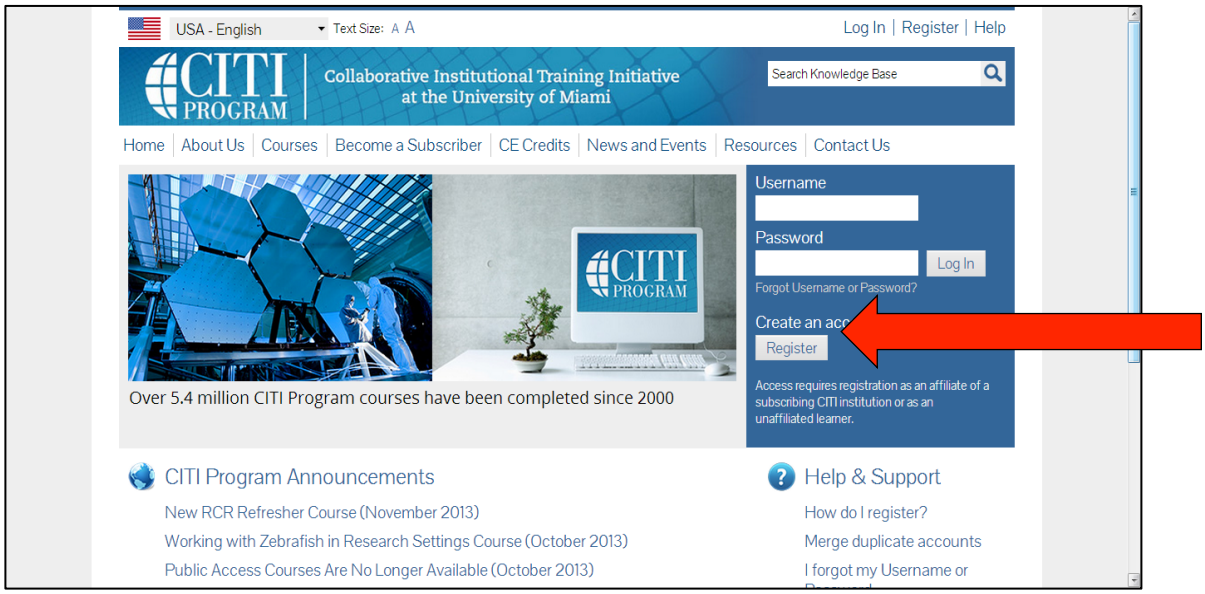
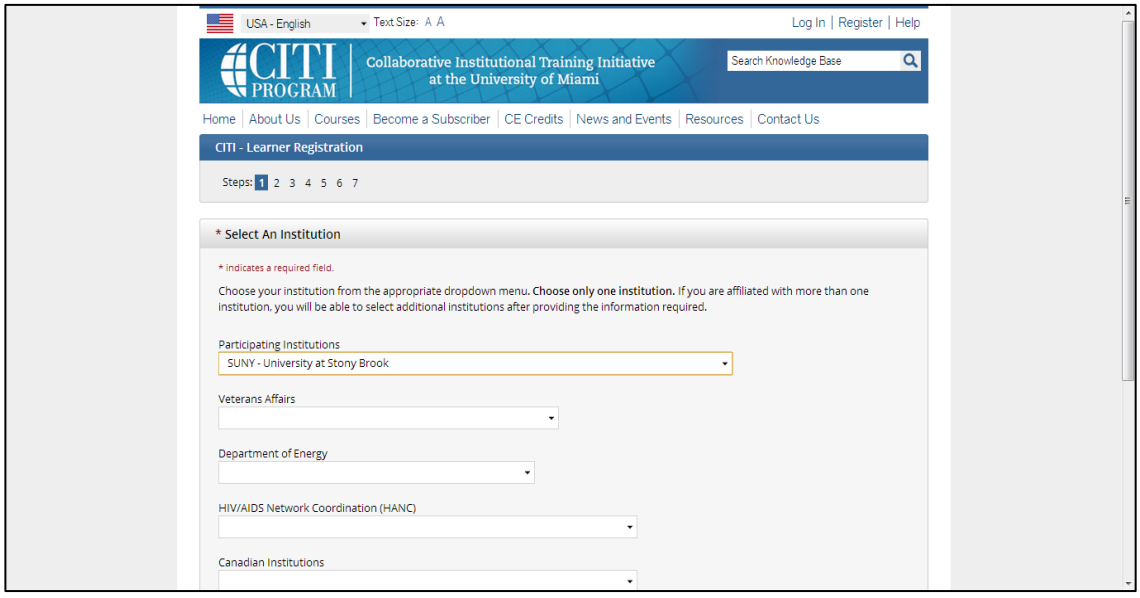
Completing the CITI and HIPPA trainings for Stony Brook Research Assistants

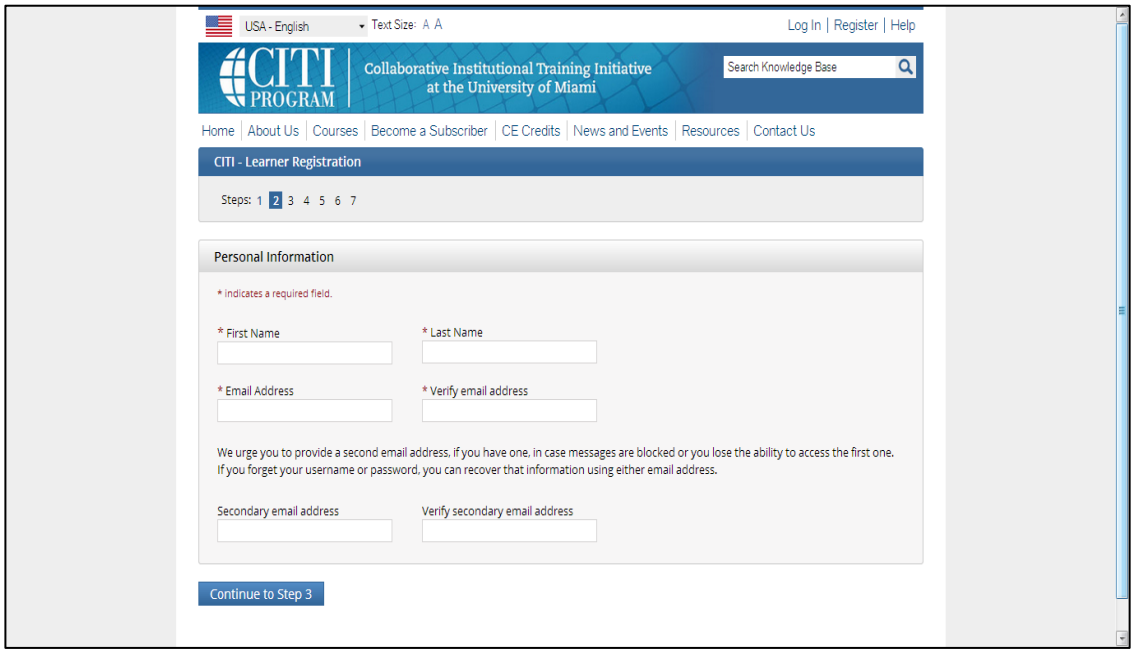
To complete the CITI training, go to www.citiprogram.org and click “Register” to create an account



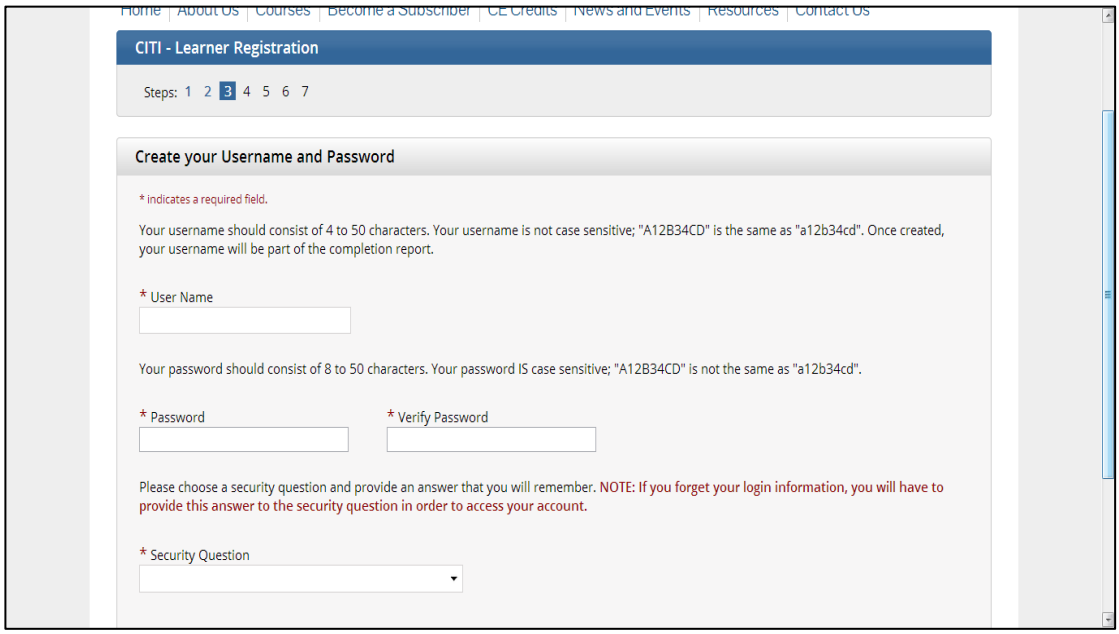
Step 1: Choose “Suny-University at Stonybrook” and click “Continue to step 2”



Step 2: Complete personal information

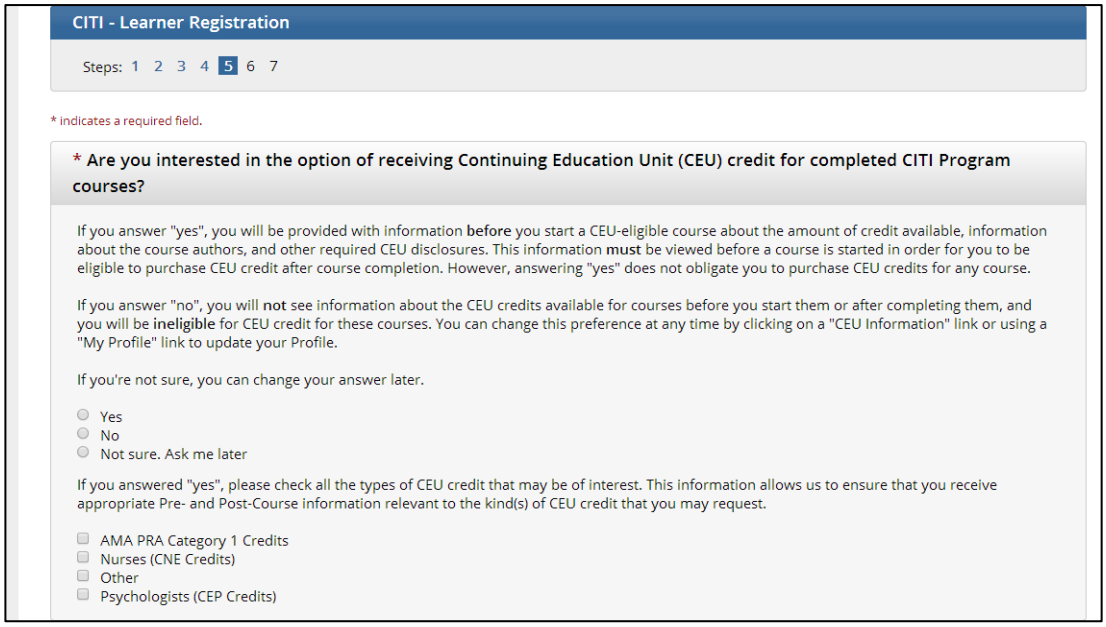


Step 3: Create username, password and security question

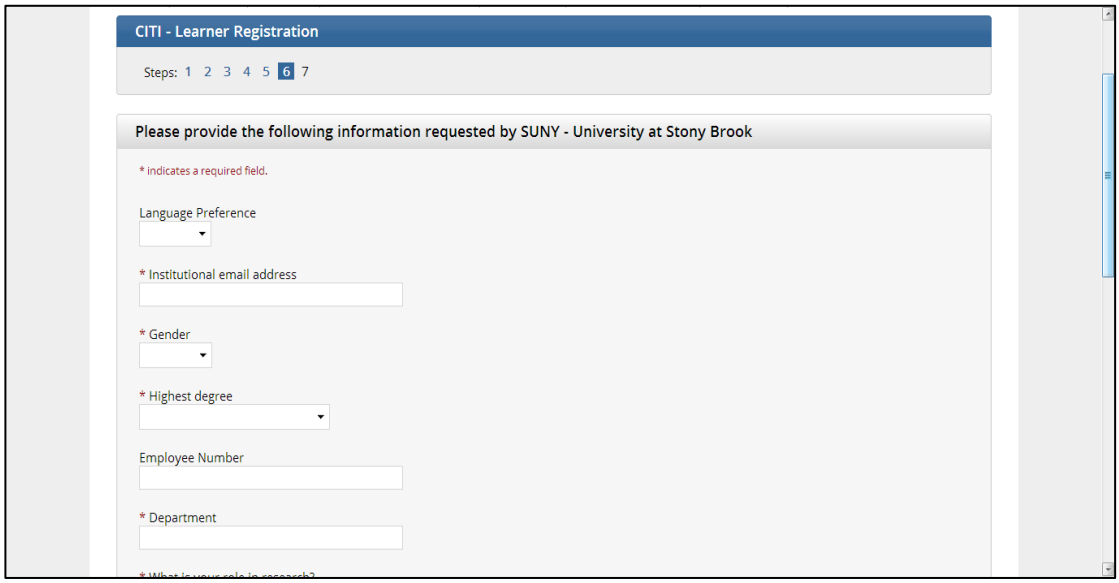


Step 4: Gender and ethnicity

Step 5: Check “no” for receiving Continuing Education Credit.



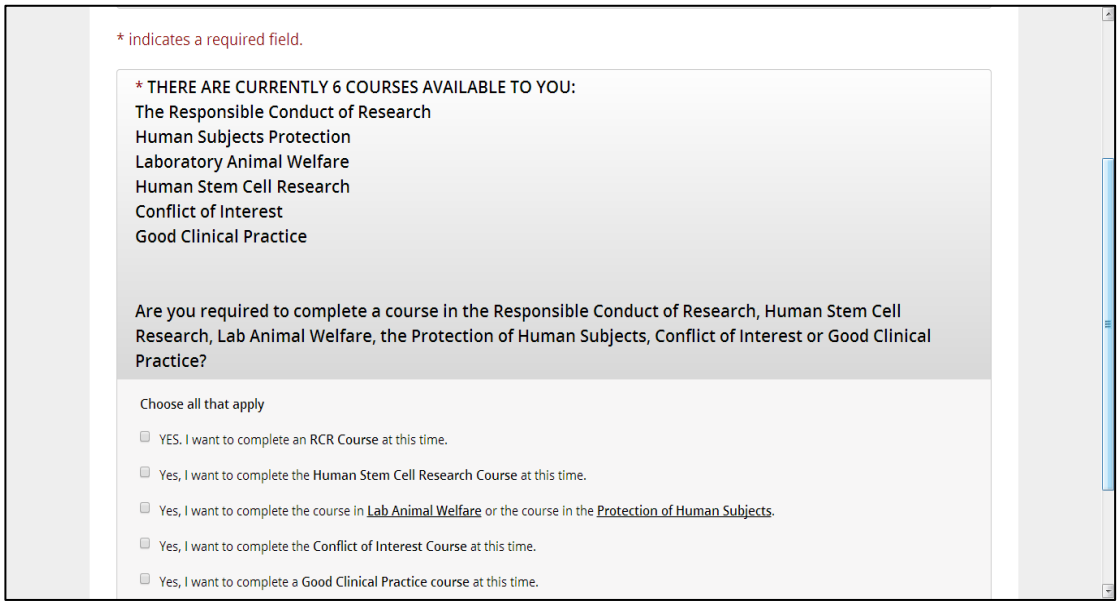
Step 6: Personal Info including SBU Email, Role in Research, SBU ID and address.



Step 7: Finalize the course enrollment. Only need to complete the following two:

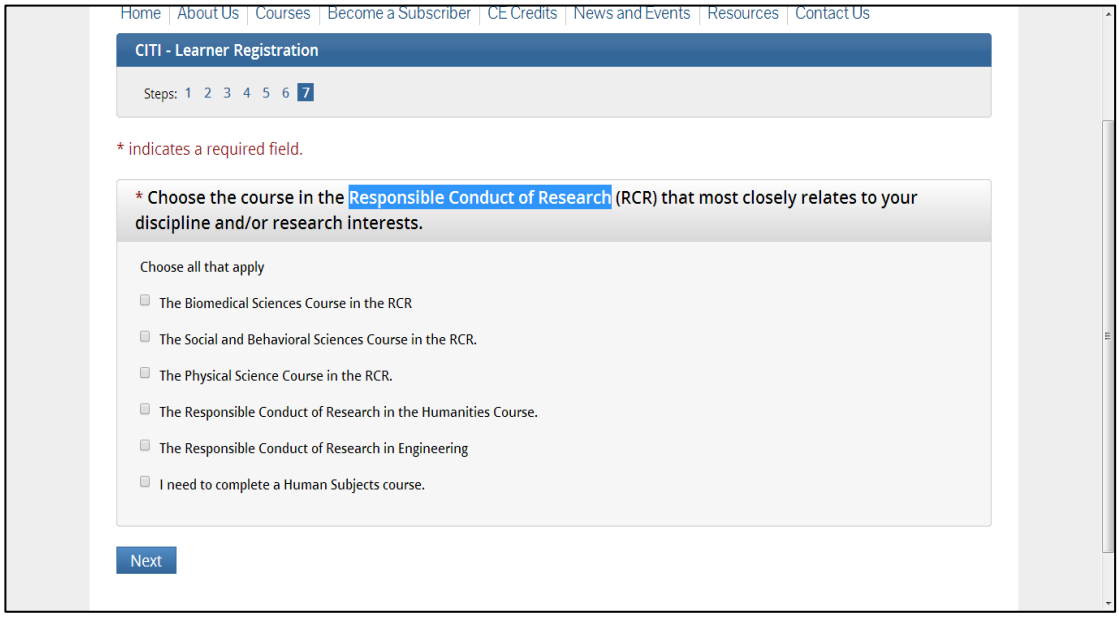
1. The Responsible Conduct of Research (choose Social Behavioral)
2. Human Subjects Protection (but not the Animal Welfare module)

➔ **Check Box 1 and 3**



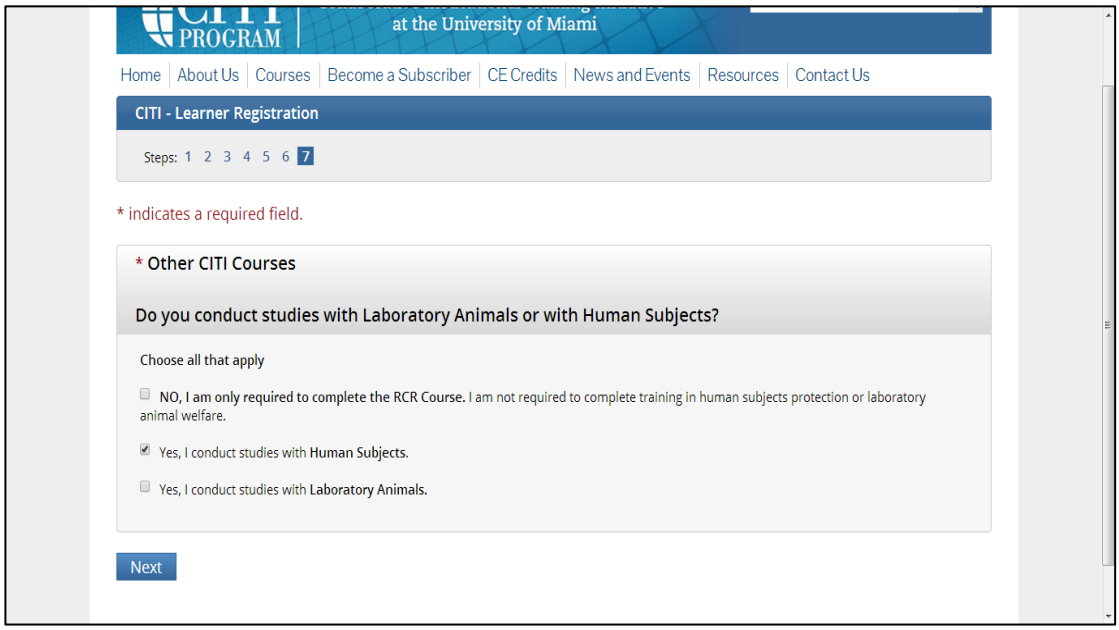
Step 8: Check the “Social and Behavioral Sciences Course” in the RCR

➔ **The 2nd box.**



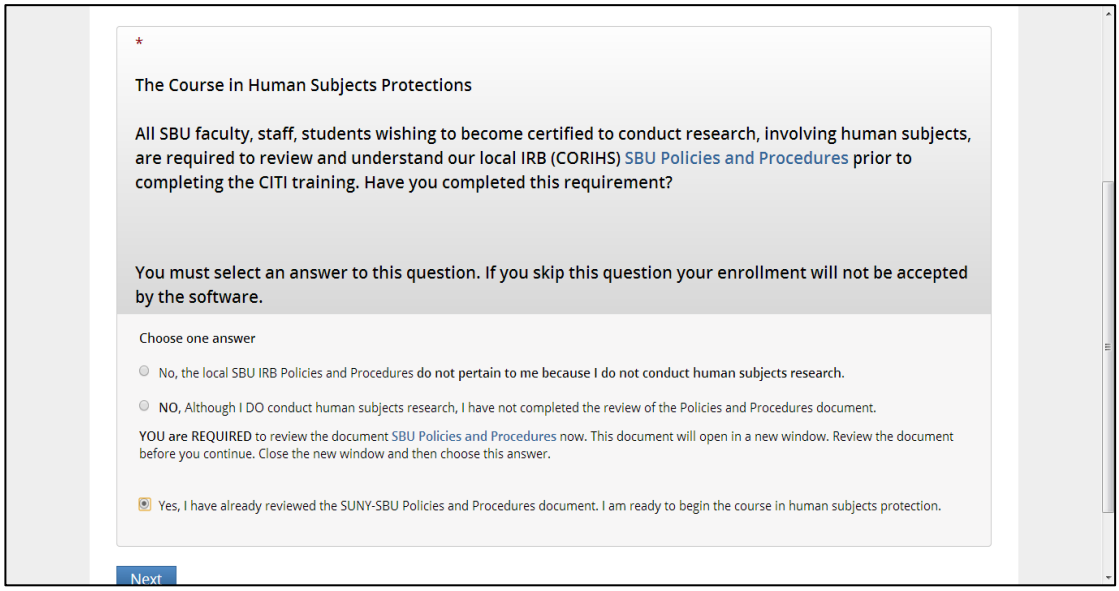
Step 9: Laboratory Animals or with Human Subjects?

➔ **Human subjects ONLY!**



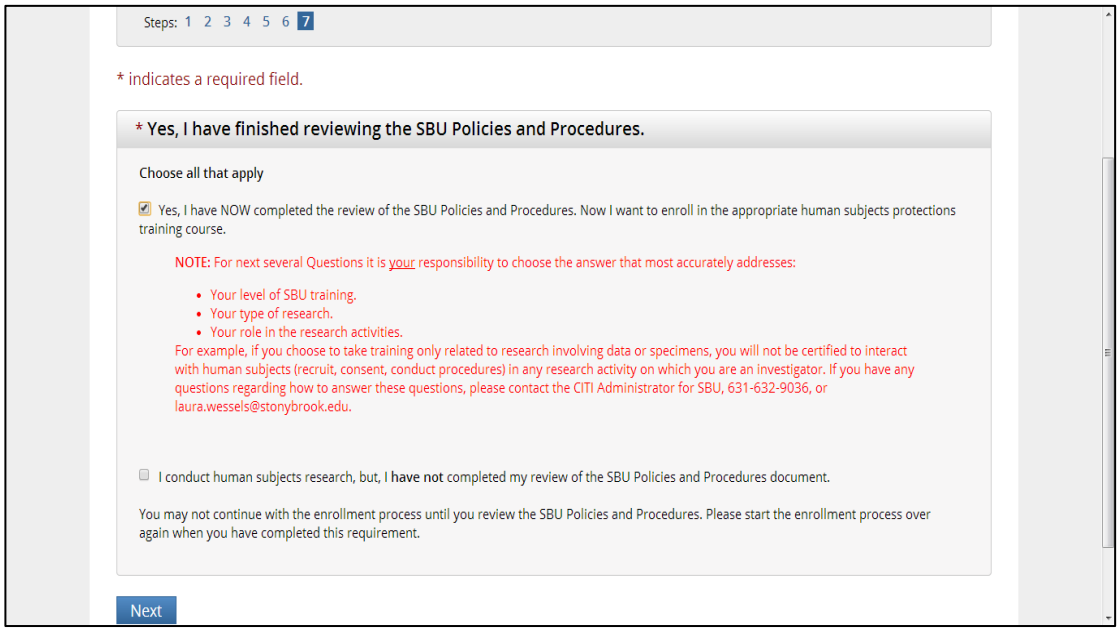
Step 10: The Course in Human Subjects Protections

➔ **Last box.** Browse through the new SBU Policies document that opens in a new window. When you are done, select "Yes, I have already reviewed the SUNY-SBU Policies. I am ready to begin the course…"



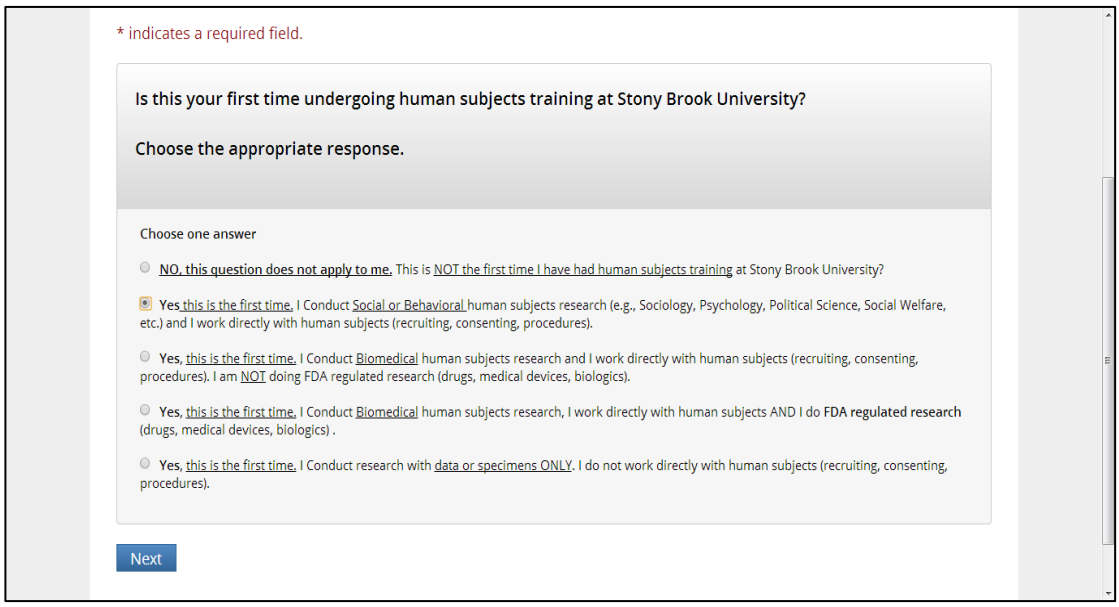
Step 11: Yes, I have finished reviewing the SBU Policies and Procedures.

➔ Must choose “Yes” to continue.



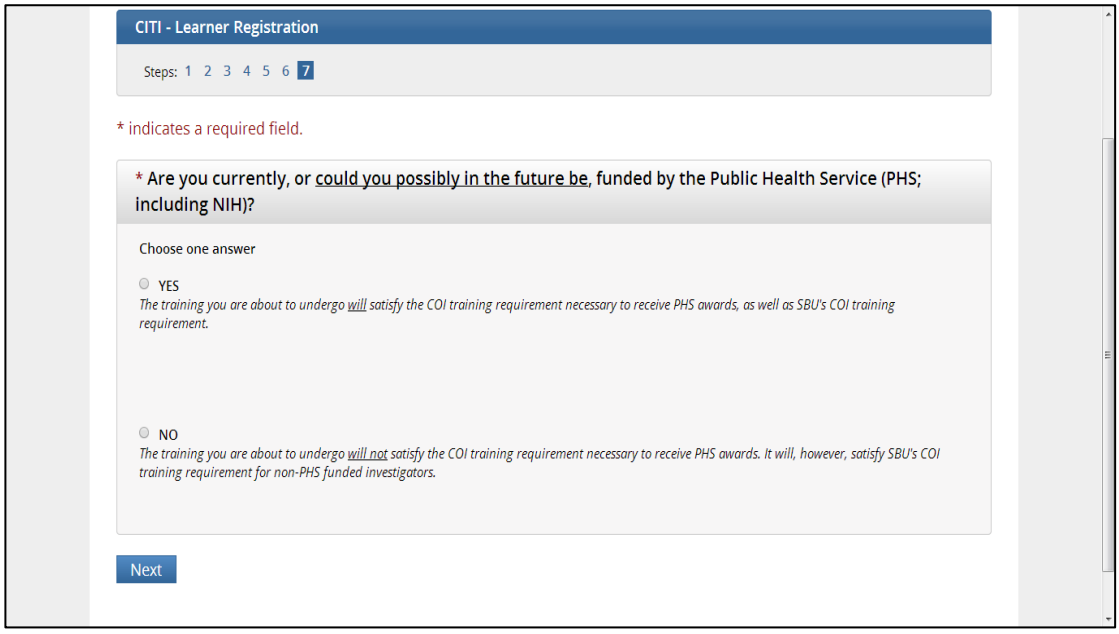
Step 12: Research experience.

➔ **The 2nd box.**

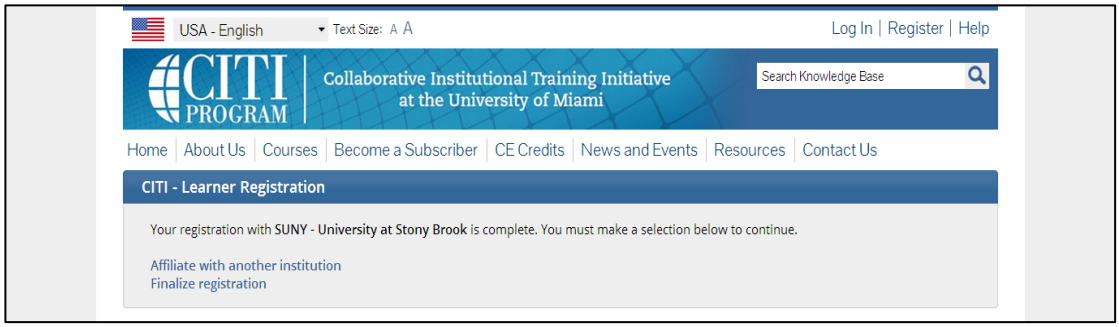


Step 13: Funded by the Public Health Service (PHS; including NIH)?

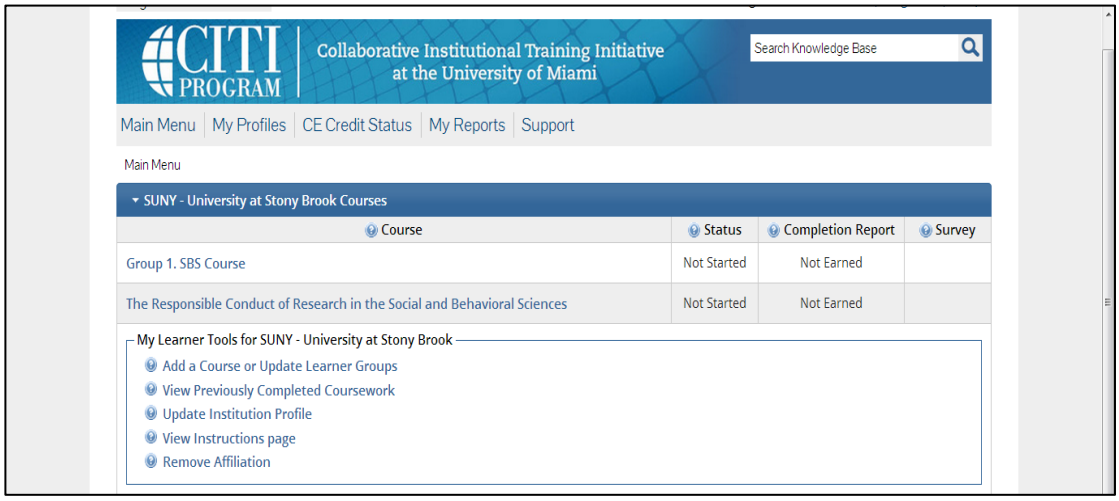
➔ **Select "NO".** The training you are about to undergo will not satisfy the COI training.



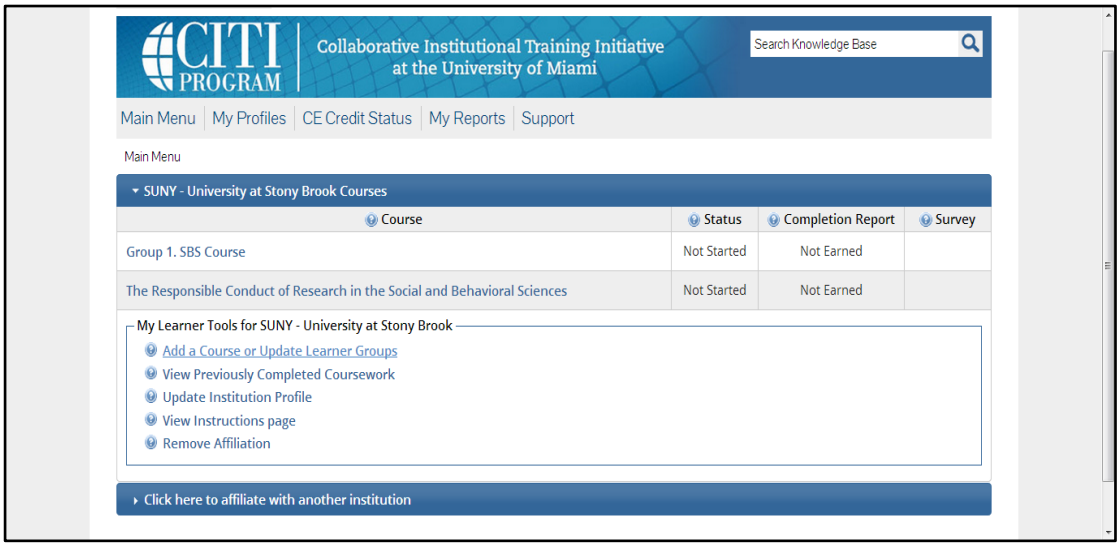
Step 14: Registration Completion:



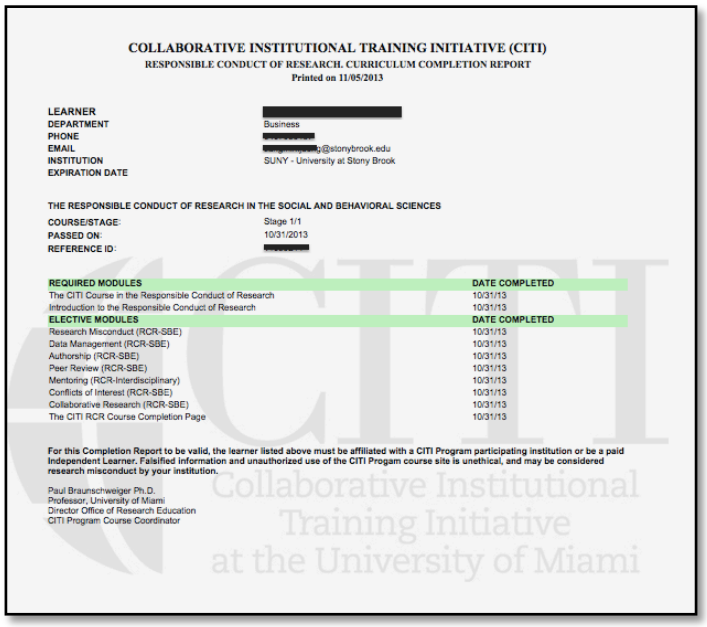
Step 15: Complete the online courses.
Log in and start. The following page will pop up if course is correctly enrolled.



If you enrolled in the wrong courses, you can still correct it. To correct it, log in and click “Add a Course or Update Learner Group” and you can reselect the course:



Step 16: Download your completion forms, which look something like this:



COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI)
RESPONSIBLE CONDUCT OF RESEARCH, CURRICULUM COMPLETION REPORT
Printed on 11/05/2013

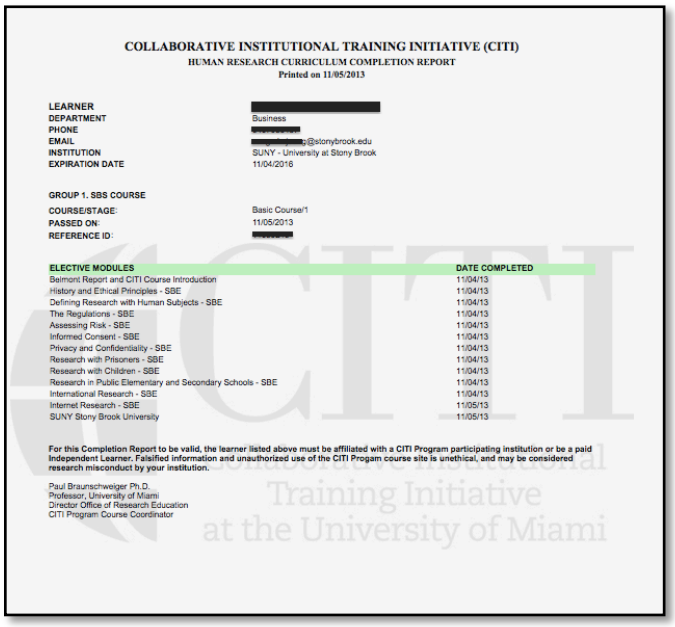
LEARNER [redacted]
DEPARTMENT Business
PHONE [redacted]
EMAIL [redacted]@stonybrook.edu
INSTITUTION SUNY - University at Stony Brook
EXPIRATION DATE

THE RESPONSIBLE CONDUCT OF RESEARCH IN THE SOCIAL AND BEHAVIORAL SCIENCES
COURSE/STAGE: Stage 1/1
PASSED ON: 10/31/2013
REFERENCE ID: [redacted]

REQUIRED MODULES	DATE COMPLETED
The CITI Course in the Responsible Conduct of Research	10/31/13
Introduction to the Responsible Conduct of Research	10/31/13
ELECTIVE MODULES	**DATE COMPLETED**
Research Misconduct (RCR-SBE)	10/31/13
Data Management (RCR-SBE)	10/31/13
Authorship (RCR-SBE)	10/31/13
Peer Review (RCR-SBE)	10/31/13
Mentoring (RCR-Interdisciplinary)	10/31/13
Conflicts of Interest (RCR-SBE)	10/31/13
Collaborative Research (RCR-SBE)	10/31/13
The CITI RCR Course Completion Page	10/31/13

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI Program participating institution or be a paid Independent Learner. Falsified information and unauthorized use of the CITI Progam course site is unethical, and may be considered research misconduct by your institution.

Paul Braunschweiger Ph.D.
Professor, University of Miami
Director Office of Research Education
CITI Program Course Coordinator



COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI)
HUMAN RESEARCH CURRICULUM COMPLETION REPORT
Printed on 11/05/2013

LEARNER [redacted]
DEPARTMENT Business
PHONE [redacted]
EMAIL [redacted]@stonybrook.edu
INSTITUTION SUNY - University at Stony Brook
EXPIRATION DATE 11/04/2016

GROUP 1. SBS COURSE
COURSE/STAGE: Basic Course/1
PASSED ON: 11/05/2013
REFERENCE ID: [redacted]

ELECTIVE MODULES	DATE COMPLETED
Belmont Report and CITI Course Introduction	11/04/13
History and Ethical Principles - SBE	11/04/13
Defining Research with Human Subjects - SBE	11/04/13
The Regulations - SBE	11/04/13
Assessing Risk - SBE	11/04/13
Informed Consent - SBE	11/04/13
Privacy and Confidentiality - SBE	11/04/13
Research with Prisoners - SBE	11/04/13
Research with Children - SBE	11/04/13
Research in Public Elementary and Secondary Schools - SBE	11/04/13
International Research - SBE	11/04/13
Internet Research - SBE	11/05/13
SUNY Stony Brook University	11/05/13

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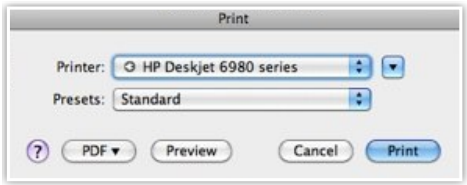
Paul Braunschweiger Ph.D.
Professor, University of Miami
Director Office of Research Education
CITI Program Course Coordinator

IMPORTANT: Rename the PDF file with your first and last name and the words “Responsible Conduct IRB Completion” or “Human Research IRB Completion”. For example, my PDF file names would be "Lily Cushenbery Responsible Conduct IRB Completion.pdf" and “Lily Cushenbery Human Research IRB Completion.pdf”.

PDF saving instructions for Macs: To make a PDF of the completion report on a Mac, go to your Print menu, go to PDF, and then choose “Save as PDF” on the drop down menu:



PDF saving instructions for PC’s: Those with PC’s can use this site to convert the webpage to a PDF. Copy the web address of your completion report page and paste it into the box on the site. Next, hit the orange "P" button. This will convert the entire page to a pdf and download it:

Step 17: Upload both completion reports on this online form:
http://www.thelclab.com/LC/IRB.html

HIPPA training

1. Review the SBU Policy and Procedure on Research Subjects' Right to Privacy at:

   http://www.stonybrook.edu/research/orc/humans/HSG.shtml

   (See **Section 16** of the Standard Operating Procedures)

2. Review the University Hospital's general HIPAA awareness training materials at:

   http://www.stonybrook.edu/research/orc/docs/Research HIPAA training.pdf

3. After reviewing both above, send the following e-mail to **Mary Ellen Herz** (maryellen.herz@stonybrook.edu).

   Subject line: HIPAA research training completed

   Email text: "I have read and understood the HIPAA awareness training materials and agree to comply with the SBU Policy and Procedures on Research Subjects' Right to Privacy."

   Include your full name at the bottom.

   Underneath your name, write either

   “Undergraduate LC Research Lab Assistant for Dr. Lily Cushenbery”

   or

   “Graduate LC Research Lab Assistant for Dr. Lily Cushenbery”