

## CITI Human Subject Protection (HSP) and Good Clinical Practice (GCP) Training

### Step-by-Step Instructions

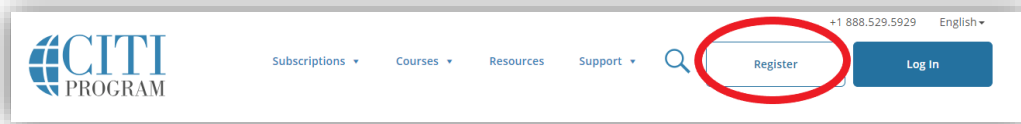
These instructions are to assist research personnel in completing their HSP and GCP training requirements through the CITI program, under the Dana-Farber Cancer Institute affiliation. Steps for completing these trainings under other institution affiliations (e.g. BWH, MGH, BIDMC) may differ. Please note: all DF/HCC research personnel may affiliate with DFCI in CITI by using their Partners username and institutional email address.

#### Contents:

- A. Creating a New CITI Account
- B. Affiliating with DFCI (if you already have an existing account)
- C. Adding a Course (adding the appropriate HSP and GCP course under DFCI)
- D. Verifying and Documenting Training

#### A. Creating a New CITI Account:

1. Go to <https://www.citiprogram.org/> and register through the “Register” field.



2. Select your organization affiliation – Type **Dana-Farber** and select the institution. Select “Continue to Step 2”.
3. Continue through the steps 1-6 to complete the registration process – use your institutional email address and Partners username to complete your registration. \*You do not need to enter a DFCI email address to affiliate with DFCI but please use your institutional address to ensure you receive training reminders, etc.
4. At step 7, skip to section C of these instructions for guidance on adding the correct course.

#### B. Affiliating with DFCI\*:

\* When you already have a CITI account affiliated with a different institution.

1. Log in to your account and select “Click Here to affiliate with another institution” on the Main Menu:



2. Type **“Dana-Farber Cancer Institute”** in the search field – select **“Next”**
3. Provide all required information – for Institutional email address, use your own institutional email. Select **“Next”**
4. You will now see Dana-Farber as an affiliation on your Main Menu – got to section C for guidance in adding the correct course.

### C. Adding a Course

1. Select **“Add a Course”** under My Learner Tools on the Main Menu:



2. **Question 1** – select all of the courses you need to complete:

Please select all of the courses you need to complete at this time

Choose all that apply

- Human Subject Protection (Full Course)
- Human Subject Protection (Refresher Course)
- Good Clinical Practice (Full Course)
- Good Clinical Practice (Refresher Course)
- Conflicts of Interest (Note: this does not meet HSP or GCP requirements)
- Responsible Conduct of Research (Note: this does not meet HSP or GCP requirements)

Next

Start Over

**NOTE:** You may be required to complete the Conflicts of Interest and/or Responsible Conduct of Research courses per your institution; however, compliance with these courses is not tracked by the Office of Data Quality. Please contact your manager with questions regarding these courses. **These courses do NOT meet HSP or GCP training requirements.**

3. If you select “Human Subject Protection” you will be directed to select the type of research you are working on. Select that which most aligns with your scope of research:

You indicated you need to take Human Subject Protection (HSP) training. Please select the HSP course that aligns with the research you conduct

Choose all that apply

- Biomedical research, including Biomedical minimal risk (Group 1)
- Social/Behavioral research (Group 2)
- Not Human Subject Research or IRB Exempt Research (Group 3) (Note: Only select this course if you exclusively participate in this type of research)
- Both Biomedical and Social Behavioral research (Group 4)

Next

Start Over

- If you selected “Good Clinical Practice” you will be directed to select either GCP for Clinical Trials or GCP for Social Behavioral Research. Select that which most aligns with your scope of research:

You indicated you need to take Good Clinical Practice (GCP) training. Please select the GCP course that aligns with the research you conduct:  
Choose all that apply

GCP for Clinical Trials Involving Drugs and Devices

GCP for Social Behavioral Research

[Next](#) [Start Over](#)

- The courses you need to complete, as indicated by your prompt question answers will now be added to your queue under Dana-Farber Cancer Institute and are available to complete at any time.

#### **D. Verifying and Documenting Your Trainings**

- Incomplete courses will remain in your queue until they are completed, at which time, the status will indicate “Passed <Date>” and the Completion Report will be available to view, print, or share.

Group 1: Biomedical Investigators and Key Personnel HSP & GCP (US FDA focus) Combined	Passed 11/15/2016	<b>View/Print</b> Share	Post-course evaluation
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You can **download a PDF of your completion report** at any time by selecting “View/Print”, or you can **share a link to your completion report** with any 3<sup>rd</sup> party, by selecting “Share”.

- Please keep a copy of your completion certificate for your own records.
  - If you completed a course under the Dana-Farber affiliation, ODQ will automatically receive a copy of your certificate, and you do not need to forward your certificate(s) to ODQ. **New Staff:** ODQ will not be able to record certificates until you have an active OnCore profile. Please follow directions in the [New Researcher Checklist](#) and send an email to [ODQEducation@dfci.harvard.edu](mailto:ODQEducation@dfci.harvard.edu) once your profile is.
  - If you completed a course under any institution affiliation (other than DFCI), please send a copy of the certificate to [ODQEducation@dfci.harvard.edu](mailto:ODQEducation@dfci.harvard.edu) to ensure your training compliance is up-to-date in OnCore.

Note: Staff cannot be added to protocols until they have an active OnCore profile and their HSP and GCP training are recorded in that profile. To avoid rejection of Continuing Reviews, new protocol applications, etc, please double check that all necessary steps outlined in the New Researcher Checklist have been followed.

Please visit [ODQ Education](#) or contact [ODQEducation@dfci.harvard.edu](mailto:ODQEducation@dfci.harvard.edu) with questions about this guidance and DF/HCC training requirements.