(FREE) Student Research Online Training

Required before any work can be allowed in Human Subjects Research

GVSU requires that ALL students conducting research as an undergraduate or graduate student must complete 2 parts of researcher training:

1. Responsible Conduct of Research
2. Human Subjects Research

This training needs to be completed BEFORE you can become a member of a research team, and your certificates need to be uploaded to IRB Manager.

FIRST: Complete the Training

1. Go to citiprogram.org and select "log in"
2. At the next screen, select "Log in through my institution" and choose "Grand Valley State University" from the list
3. Enter your GVSU network ID and password. This will take you to your CITI dashboard.
4. To add a course: Click "Add a Course" and answer the questions on the next screen to select the course(s) you wish to complete. The courses you need to select are:
   a. RCR Basic Course
   b. HSR - Biomedical Researchers
5. Once the course(s) is/are added, click the name of the course to launch the content. You must read and click on the attestation that appears before you are allowed to begin the modules.
6. Complete all required course modules and quizzes. You will receive a certificate of completion once you have successfully passed the course. You can take the course at your own pace and are not required to complete the course in one sitting. If you do not pass the first time, you can take the course again.

Hint- You can retake the quizzes as much as you want (without even going back through the entire module) to boost your score to the required minimum. If you get some wrong, they are explained. So the next time around you probably will get them right!

SECOND: Save your certificates as PDFs. Then go to: IRB Manager https://www.gvsu.edu/irb/

- Get registered. Use your GVSU log-in information
- On the main page, look in the upper left corner for a "StartxForm" link. Select.
- Look for the Training Certificate Upload Form. Use this form to upload your certificates.
- You will be notified when things are all set.
- Once completed, a faculty member will be able to add you to the research study!