

Researchers involved in the design, execution, analysis and/or reporting of research are required to complete UCF's Institutional Review Board CITI training. The board will not approve a study until all researchers involved successfully complete the training.

## Creating and Accessing CITI UCF Researcher Accounts



To create a [New CITI UCF Account](#):

- (1) Click on the CITI Training icon to sign-on through the UCF portal (linked icon above).
- (2) Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
- (3) Click "Sign On" for direct access to CITI.
- (4) Click Continue to match your SSO (single sign on) account with a CITI Program account.
- (5) Select "I don't have a CITI Program account and need to create one."
- (6) Click "Click here to create a new CITI Program account."

By using the UCF single sign-on, your name, email, employee PID, and any other information needed from UCF will automatically be populated into your CITI profile.

### UCF CITI- IRB Training Course

UCF IRB CITI- training includes one REQUIRED course, either:

1. Group 1. Biomedical Research Investigators and Key Personnel (Basic Course) **OR**
2. Group 2. Social / Behavioral Research Investigators and Key Personnel (Basic Course)

UCF IRB CITI training remains current for three (3) years from the completion date, after which you have the option of taking either:

1. Group 1. Biomedical Research Investigators and Key Personnel (Refresher Course) **OR**
2. Group 2. Social / Behavioral Research Investigators and Key Personnel (Refresher Course)

**A passing score of 75% or more is required for course completion.**

**The UCF IRB Office receives automated notification from CITI when UCF IRB CITI training is completed.**