Tufts University and Tufts Medical Center utilize the Collaborative Institutional Training Initiative (CITI) web-based system to provide many research-related training courses.

IRB training courses are found only under Question #1 on "Select Curriculum" page. All Tufts personnel conducting human-subjects research must complete a Tufts IRB Training course.

Follow the steps below to add Tufts University / Tufts Medical Center to your institutional affiliations in CITI and select your IRB training course.

- **Step 1:** Log in to your existing CITI account at [www.citiprogram.org](http://www.citiprogram.org).

- **Step 2:** On your Main Menu/My Courses page, click on "Affiliate With Another Institution" drop-down.
  - Click on the "Affiliate with Another Institution" link that appears.
• **Step 3: Enter "Tufts" in the search field**
  - Click on "Tufts University / Tufts Medical Center" in the drop down
  - Check both assurance statements
  - Click "Continue"

![Image of Select Your Organization Affiliation](image1.png)

• **Step 4: Provide information requested by Tufts University/Tufts Medical Center**
  - Please use your @tufts.edu or @tuftsmedicalcenter.org email address, if you have one.
  - If you do not have a Tufts institutional email address, please enter your preferred email address.

![Image of Learner Registration](image2.png)
Step 5: Select your Citi Training courses and submit your course registration choices

- **Question 1:** Register for the IRB Training course most applicable to your research and your primary language
  - You must complete an IRB Training course to conduct human-subjects research.
  - These are the only courses that fulfill IRB Training requirements.
- **Questions 2-8:** Register for other research-related training courses (as needed, based on the type of research you conduct and the requirements of your funding source)
  - Please contact Research Administration or the IRB if you are unsure about whether to complete any additional courses.
  - Courses under Questions 2-8 do not fulfill IRB Training requirements.

Step 6: If your prior training did not transfer, please contact the Citi support desk directly for assistance. Please note: IRB staff cannot provide the technical support needed to transfer Citi coursework.

- For technical support related to the Citi program, call the support center at 888.529.5929 or e-mail the support center at support@citiprogram.org.
- The support desk is open from 8:30 a.m. to 7:30 p.m. U.S. Eastern Time (EST/EDT) Monday through Friday. The support desk are closed on all U.S. Federal Holidays.

- **Expired courses:** If your prior IRB training is expired, please complete a new IRB training course.
- **Incomplete courses:** If there are differences between your prior training course and the Tufts IRB training course requirement, you must complete any incomplete individual modules within the course to obtain certification. Certification will be valid for 4 years from the date you completed the last required modules.