CITI Certification: How To

All individuals involved in Human Subjects Research at UofL are required to take Human Subjects and HIPAA Research Training. UofL utilizes the CITI program for research training and CITI certification is valid for four years once received.

Before beginning your CITI training you will need to complete a profile in the iRIS System. Login to your iRIS profile using your UofL ULINK/Outlook user name and password at the following link: http://iris.louisville.edu
Once in iRIS complete the 2 tasks below
1. Uploading you CV
2. Completing the Attestation and Disclosure Form

Once your profile is complete in iRIS you are then ready to complete your CITI training

To complete your CITI training and how to do so please see the following link: http://louisville.edu/research/humansubjects/lifecycle/before-you-begin

See the direct link to the CITI website to register here: https://www.citiprogram.org/
Please read the following directions before registering your account.

- If you are a first time CITI user please click the link labeled “Has never completed the CITI Basic Course” for information on how to do so

- If you are renewing your CITI training please click the link labeled “Needs to update my CITI training” for information on how to do so

- Once you are to the CITI website and have selected to complete the “Human Subjects and HIPAA Research” course you will then go on to complete the 14 required modules and then pick 4 of the 22 elective modules. When finished you should have completed 18 modules in total.

Reminder: If you are adding participants to sponsored projects there is a disclosure requirement. Any individual receiving any portion of their compensation through an externally funded project and any individual participating in research under the auspice of UofL, regardless of compensation, must complete their annual Attestation and Disclosure Form (ADF) requirement before added to projects.