

CITI Information

As standard among Institutional Review Boards in higher education, the following individuals associated with submissions of full IRB proposals must complete a course in **research ethics, compliance, and responsible conduct of research**.

- faculty who are principal investigators or co-principal investigators
- staff who are principal investigators or co-principal investigators
- students who are principal investigators or co-principal investigators
- faculty advisors to student research

PLEASE NOTE THAT THOSE SUBMITTING EXEMPTION REQUESTS DO NOT NEED TO COMPLETE THE TRAINING, ALTHOUGH DOING SO IS RECOMMENDED.

The Lehigh Valley Association of Independent Colleges has approved training regimens offered by the Collaborative Institutional Training Initiative (CITI) for this purpose. Training modules are available from [THIS PAGE](#) of the CITI website.

Please follow these steps to access the required CITI course.

1. Click "Select Your Organization Affiliation."
2. Enter "**Lehigh Valley Association of Independent Colleges**" (NOT Moravian University).
3. Agree to the Terms of Service and Privacy Policy and affirm affiliation with LVAIC.
4. Click "Create a CITI Program Account."
5. Enter requested personal information.
6. When prompted, select one of the following courses, based upon your field of research.
 - a. Collaborative Institutional Training Initiative (CITI) Social-Behavioral-Educational Basic Course
 - b. Collaborative Institutional Training Initiative (CITI) Biomedical Basic Course

Upon successfully completing the course, CITI provides a completion certificate. Please include a .pdf copy of this certificate for all investigators with the proposal submission.