



## **HUMAN SUBJECTS RESEARCH AT USM: GETTING STARTED**

1. Use your institutional login information ([FirstName.Lastname@usm.edu](mailto:FirstName.Lastname@usm.edu)) to create a CITI account at [CITI Institutional Login](#).
  - a. **All investigators** must complete the Common Course AND the Human Subjects Research CITI modules every 5 years.
  - b. **Faculty, Staff, and Postdoctoral Fellows** involved in human or animal subjects research submitted to the USM Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) must also complete the Conflict of Interest, Research Security, and Export Control CITI modules every 4 years.
  - c. **Undergraduate and Graduate Students** working on research projects funded by federal grants or contracts must also complete the Conflict of Interest, Research Security, and Export Control CITI modules every 4 years.
  - d. Download and save your CITI certificates → You may need to manually upload them to your IRB protocol if they don't load automatically in InfoEd.
2. InfoEd is our online system for IRB submission and review. You should be automatically added to [InfoEd](#) (use your "w" number—w123456@usm.edu to log in), but if not, go [here](#) to complete this form to be added manually.
  - After you have completed the form to be added, please allow a minimum of 3 working days to access the system. If, after 3 working days, you are not able to access the system, email [RISGA@usm.edu](mailto:RISGA@usm.edu).
3. If you are a student (undergraduate or graduate), you must complete [this training](#) and upload the certificate to each IRB protocol you submit in InfoEd.
4. Sample templates for documents you may need as a part of your IRB application are available [here](#).

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