

INSTRUCTIONS FOR NBER HUMAN SUBJECTS TRAINING

Individuals who will be involved in the design or conduct of human subjects research must complete human subjects training. The National Bureau of Economic Research (NBER) requires its investigators to complete the Social & Behavioral Research – Basic/Refresher course offered by the Collaborative Institutional Training Initiative (CITI). CITI is a subscription service that provides research ethics education to members of the research community.

NBER's Social & Behavioral Research – Basic/Refresher course comprises 15 required modules that vary in length and take approximately 10-30 minutes each to review. Each of the modules are followed by a brief 5-question quiz. The course does not have to be completed in one sitting.

The required modules are:

- Belmont Report and Its Principles
- History and Ethical Principles
- Defining Research with Human Subjects
- The Federal Regulations
- Assessing Risk
- Informed Consent
- Privacy and Confidentiality
- Research with Prisoners
- Research with Children
- Research in Public Elementary and Secondary Schools
- International Research
- Internet-Based Research
- Conflicts of Interest in Human Subjects Research\
- Unanticipated Problems and Reporting Requirements in Social and Behavioral Research
- Populations in Research Requiring Additional Considerations and/or Protections

There are 16 Supplemental modules, these are optional and do not count towards passing the course or change the overall score.

To access the site and take the training program, please follow these instructions:

1. Go to www.citiprogram.org/
2. Click the menu icon and then 'Register'. If you have previously registered with CITI, skip to step 4.
3. Enter 'National Bureau of Economic Research' into the search box from the first drop-down list, check the boxes and then click 'Continue to Create Your CITI Program Username/Password.' Create your user name and password according to guidelines, select and answer a security question, and enter your name and email address. Answer the required questions and then skip to step 5.
4. If you have already registered with CITI, login with your username and password and from the Main Menu, select 'Affiliate with another institution,' and then select 'National Bureau of Economic Research' from the first drop-down list, and click 'Submit'.
5. You will see a page asking for member information. Fill in the three starred fields with your email address, name of supervisor (for 'Department'), and 'Investigator, 'Research Assistant' or 'post-doctoral researcher' as your role. The remaining fields are optional.
6. Next, Under Question 2 Human Subjects Research choose the Social & Behavioral Research course and then select 'Finalize'.
7. Last, the Main Menu page appears. To start the course, click on the name of the course.

Each module follows in succession by viewing the objectives, reading through the text with sub-topic headings, clicking on optional pictures/videos/additional text as desired, and taking the quiz. The page does not time out.

The system tracks your progress, so you do not have to complete the program in one session – just exit and re-enter by logging back in.

You need a minimum cumulative score of 80 out of 100 to pass the program. You may go back to any module and re-take the quiz, but note that the questions change. The system will only keep the most recent score on any quiz.

There are links for technical help on the CITI website; for other questions please contact your NBER supervisor.

When you finish the program:

1. The last module produces the test results, and you can print out the completion report for your records. You do not need to submit this report to the NBER as the system automatically alerts the NBER that you finished the course.
2. Your course completion is valid for five years. You will be notified when it is time to complete the refresher course.
3. Make a note of your username and password for future reference. You can log in to update your profile, see a list of CITI training modules, see your completed training for NBER, and/or remove your affiliation with NBER.