STUDENTS: IRB REQUIREMENTS “CHEAT SHEET”

Villanova students need to complete the following two steps to be eligible as personnel on an IRB application:

1. IRB TRAINING: CITI PROGRAM COURSES

   Create an account on the CITI Program website, selecting Villanova University from the pull-down. To choose correct CITI courses, you will be prompted to fill out a questionnaire when you log in. The required courses are:

   √ **Conflicts of Interest (COI)**
     (Do not confuse the COI COURSE with the COI MODULE in the other CITI courses.) Choose YES in the questionnaire when asked if you would like to take the COI course. Refresher required every 4 yrs.

   √ **Responsible Conduct of Research (RCR)**
     (According to department) When you first log in to CITI, use the questionnaire to guide your choice. Refresher required every 3 yrs.

   √ **Human Subjects Research**
     (According to department) There are two choices: Biomedical Research or Social & Behavioral Research. For example, this would show up as “Social/Behavioral Basic” Refresher required every 3 yrs.

   √ **Revised Common Rule (on a needed basis)**
     If you completed the Social/Behavioral Basic Course (or the Biomedical - Basic Course) prior to January 20, 2019, you must also complete the CITI training for the Revised Common Rule. If you completed the basic course after this date, you do not need to complete this course. Add the Revised Common Rule course by selecting ‘Revised Common Rule’ in the questionnaire in Question 10 (see below).

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2. FINANCIAL CONFLICT OF INTEREST (FCOI) DISCLOSURE

All active researchers who are listed as personnel on an exempt, expedited, or full board IRB protocol (including student researchers) must disclose any significant financial interests that may be related to their research activities. These are submitted through an “FCOI Disclosure Form,” which is completed online via COI Risk Manager.

- To gain access to COI Risk Manager, email your VU username and department to the Office of Research Protections (coi@villanova.edu). Also indicate that you will be listed on an (Exempt/Expedited/Full Board) IRB protocol and who the PI (faculty advisor) is on the project.
- Read the Villanova Financial Conflict of Interest Policy
- Complete an electronic disclosure via COI Risk Manager.
- Resubmit annually if actively involved in research

Please note:

The above CITI trainings and FCOI Disclosure must be completed in order to be added to a research protocol.

Only once that research protocol or modification is approved by the IRB may you begin your research.