



Lehman College
The City University of New York
250 Bedford Park Blvd West
Bronx, New York 10468-1589

Institutional Review Board for the
Protection of Human Subjects
Shuster Hall, Room 330
www.lehman.cuny.edu/provost/irb

Training Requirements for Researchers

The Office of Human Research Protection (OHRP) and CUNY require that all researchers working with human subjects complete online training for the protection of human research participants. All individuals identified as key personnel in any research project involving human subjects must provide evidence of training in the protection of human research participants.

OHRP has defined key personnel to include all individuals responsible for the design and conduct of the study. This would include not only project directors, but also individuals responsible for the collection and analysis of data, consultants and subcontractors. In order for CUNY to be in compliance with our legal assurance to OHRP, **all Lehman College investigators and key personnel, faculty, faculty advisors and students regardless of the research project sponsor, must satisfy this new requirement. Any other training program or prior CUNY training is no longer accepted.**

You may satisfy the education requirement by completing an online course, which takes 3-5 hours. You do not have to complete the entire training in one sitting. The course is located at: www.citiprogram.org.

1. When you go to the site it says, 'new users register here.'
2. Under participating institution, scroll down to City University of New York (CUNY)
3. Enter a user name and password that you can remember
4. On the member information screen you only have to enter the information marked with an asterisk
5. It will ask for your role in research. Your choices among many that are listed are undergraduate student, graduate student, principal investigator or research assistant. Pick the one that most describes your role.
6. It will ask you to select your group. Your choices are biomedical, social and behavioral, graduate student, undergraduate student, IRB member and staff. Pick the one that most describes you.
7. On the Learner's Menu it states, status- not started **enter**. Hit enter.
8. Press 'introduction' and the introduction module will begin.

Note that no new or continuing projects will be approved by the Lehman College IRB unless the PI, key personnel, and advisor (if applicable) have completed the education requirement.

