

# CITI Course Instructions

Instructions for Completing the Required Research Ethics Training for SAFE-ICU Dataset  
Access

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To access SAFE-ICU research datasets, users are required to complete training in human research ethics and clinical data privacy through the CITI Program. We recommend the **“Data or Specimens Only Research”** course.

## 1. Create a CITI Program Account

Visit the CITI Program website and register for a new account.

## 2. Add Institutional Affiliation

After registration, go to **“My Courses”** and select **“Add Affiliation”**. Search for:

**Massachusetts Institute of Technology Affiliates**

This affiliation allows access to the required research ethics training modules.

## 3. Complete Registration Details

Fill in the required registration information and provide your institutional email address where possible.

## 4. Select the Appropriate Training

During course selection, choose:

**Data or Specimens Only Research**

You may also be prompted to enroll in the **Conflicts of Interest** module.

## 5. Complete the Required Modules

Complete all assigned modules and assessments. The training typically covers:

- Human subjects research
- Privacy and confidentiality
- Records-based research
- Responsible handling of clinical data
- Research ethics and compliance

## 6. Download the Completion Report

After completing the course:

- Open “**My Records**”
- Select “**View / Print**” under Completion Record
- Download the full Completion Report

## 7. Upload Training Documentation

Upload the following during SAFE-ICU dataset application:

- CITI Completion Report
- Signed Data Use Agreement (DUA)

### Important Note

Please upload the **Completion Report** rather than only the course completion certificate. The Completion Report contains the detailed training transcript required for credential verification.

## Useful Links

Resource	Website
CITI Program	<a href="https://about.citiprogram.org/">https://about.citiprogram.org/</a>
PhysioNet CITI Instructions	<a href="https://physionet.org/about/citi-course/">https://physionet.org/about/citi-course/</a>