

## **December 15, 2005: CITI Requirement for Advancement to Candidacy**

Berkeley: Office of the Dean of the Graduate Division

December 15, 2005

To: Head Graduate Advisers, Graduate Advisers, Graduate Assistants

From: Joseph J. Duggan, Associate Dean

Re: CITI Requirement for Advancement to Candidacy

At the August 2005 Graduate Advisers and Assistants meeting, I informed you of a new requirement that went into effect September 1, 2005 for students who plan to use human subjects in their research. Before such students can submit an Application for Candidacy they must take the online Collaborative IRB Training Initiative (CITI) course and print out the Course Completion Record to be submitted with their candidacy application.

Candidacy forms submitted without the CITI course completion record will be returned to the student and will not be processed. Delays in the advancement to candidacy limit the students actual time as a candidate and may jeopardize his or her full eligibility for the Deans Normative Time Fellowship, if in a qualified major.

Please be aware of this new requirement and advise your faculty and graduate students accordingly.