

# CITI Program Instructions

## About:

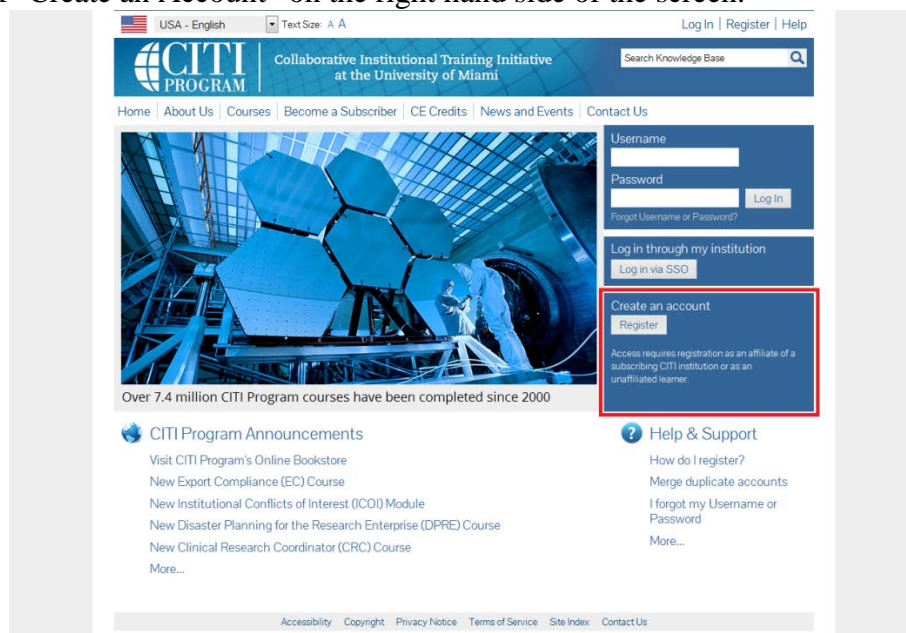
Recently, the University of New Haven has subscribed to the Collaborative Institutional Training Initiative (CITI) of Miami.

Two staff members at the University of Miami founded the CITI Program in 2000. The mission of this program is to “promote the public's trust in the research enterprise by providing high quality, peer reviewed, web based, research education materials to enhance the integrity and professionalism of investigators and staff conducting research” (Citi Mission Statement). The program now has thousands of subscribers worldwide, including government agencies, academic institutions, and even commercial institutions.

## How To:

*How to register:*

- Go to: <https://www.citiprogram.org>
- Click “Create an Account” on the right hand side of the screen.



The screenshot displays the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar is located on the right side of the header. Below the header, a navigation menu includes links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The main content area features a large image of a person in a white lab coat working with large, blue, hexagonal panels. To the right of the image, there is a login section with fields for Username and Password, a Log In button, and a link for "Forgot Username or Password?". Below the login section, there is a "Log in through my institution" section with a "Log in via SSO" button. A red box highlights the "Create an account" section, which includes a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." Below the main content area, there is a "CITI Program Announcements" section with several links, and a "Help & Support" section with links for "How do I register?", "Merge duplicate accounts", "I forgot my Username or Password", and "More...". At the bottom of the page, there is a footer with links for Accessibility, Copyright, Privacy Notice, Terms of Service, Site Index, and Contact Us.

- Search for the University of New Haven as your affiliate program, then continue to the next step.

The screenshot shows the CITI Program Learner Registration interface. At the top, there is a navigation bar with 'USA - English', 'Text Size: A A', and 'Log In | Register | Help'. Below this is the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar for the Knowledge Base is also present. The main content area is titled 'CITI - Learner Registration' and shows a progress indicator for 7 steps, with step 1 highlighted. A red box highlights the 'Select Your Organization Affiliation' section, which contains a search input field with 'University of New Haven' entered. Below the search field are two buttons: 'Continue to Step 2' and 'Search Again'. Below this section is the 'Independent Learner Registration' section, which includes a paragraph of text and a button labeled 'Continue as Independent Learner (Fees Apply)'. At the bottom of the page, there is a footer with links for 'Accessibility', 'Copyright', 'Privacy Notice', 'Terms of Service', 'Site Index', and 'Contact Us'.

- Fill in the required fields and continue as prompted
  - When prompted to list your academic department.

The screenshot shows a form field with a red asterisk and the label '\* Department'. The text 'Academic Department Here' is entered into the field.

- When prompted to select your role, select the appropriate role; i.e. Undergraduates choose: Student Researcher - Undergraduate.

The screenshot shows a dropdown menu titled '\* Role in research'. The selected option is 'Student Researcher - Undergraduate'. Other options in the list include: Interviewer, IRB administrator, IRB Chair, IRB Member, Lab. Research Staff, Pharmacist, Principal Investigator, Recruiter, Research Administrator, Research Assistant, Research Fellow - Post Graduate, Research Integrity Officer, Site Coordinator, Social Worker, Statistician, Student Researcher - Graduate level, Study Coordinator, Study nurse, and Veterinarian.

- Select the appropriate learner program; i.e. Undergraduates choose: Group 6.

Question 1

### Responsible Conduct of Research

Please make your selection below to receive the course in the Responsible Conduct of Research.

Choose one answer

- Group 1: University Administrators
- Group 2: Faculty
- Group 2: Research Administrator
- Group 3: Faculty
- Group 4: PI's/ Grant Personnel
- Group 5: Graduate Students
- Group 6: Undergraduate Students
- Not at this time.

- Select the appropriate modules for your training
  - See the instructional document with these instructions to ensure you are taking the correct modules.
  - You may add more courses at any time by clicking “add a course” in the “my learner tools” navigation menu.

My Learner Tools for University of New Haven

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)

\*\*\*During registration, there will be an option to take modules to obtain credits for training in other professional organizations (i.e. APA). You may register for these if interested. You may add CEUs at any time by clicking “My CEUs” in the navigation bar. *Note: adding these modules will cost you money.*\*\*\*

*How to complete modules:*

- Once you register for the program, there will be tabs for each affiliation you registered for (i.e. University of New Haven, APA, etc...). i.e. Undergraduate RCR.

University of New Haven Courses			
Course	Status	Completion Report	Survey
Group 6: Undergraduate Students	Not Started	Not Earned	

My Learner Tools for University of New Haven

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)

[Click here to affiliate with another institution](#)

[Affiliate as an Independent Learner](#)

- Click where it says your learner group and continue into the module.
- If you choose to, complete the pre-assessment.
- Before continuing, you must complete the Assurance Statement.

**Group 6: Undergraduate Students - Basic Course**

To pass this course you must:

- Complete all 3 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score  
**0%**

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

**Assurance Statement**

Graduate Grants:

CITI Program Terms of Service include the following provisions. Please read them carefully.

**Only One Account:** I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.

**No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

**Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

**No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

**No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Select the appropriate statement then click the Submit button:

I AGREE to the above and the other Terms of Service for accessing CITI Program materials.

I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

- Complete each required module. The modules must be completed in order, but may be stopped and resumed at any point. Below is an example of the basic Undergraduate modules.

Required Modules	Date Completed	Score
<a href="#">Plagiarism (RCR-Basic) (ID: 15156)</a>	Incomplete	0/0 (0%)
Authorship (RCR-Basic) (ID: 16597)	Incomplete	0/0 (0%)
Research Misconduct (RCR-Basic) (ID: 16604)	Incomplete	0/0 (0%)

- Each module will present you with material to read, and possibly videos to watch or case studies to review. Please thoroughly study the material presented.

- At the end of each module, there will be a quiz consisting of a few questions. You must successfully pass each quiz to complete the training.
- Once you have completed the required modules, you are encouraged to take any supplemental modules.

## **Training Overview**

Please visit the following links for a synopsis of all modules available to UNH through CITI:

[RCR Basic Course Modules](#)

[Human Subjects Research](#)

[Animal Subjects Research](#)

[Good Clinical Practice](#)

[Information Privacy and Security](#)