

www.citiprogram.org

Step. 1 Register as a new user

The screenshot shows the CITI Collaborative Institutional Training Initiative website. At the top, there is a blue navigation bar with the CITI logo and the text "Collaborative Institutional Training Initiative". Below this is a secondary navigation bar with buttons for "Home", "About Us", "Become a Member", "HPS Course", "RCR Course", "International Course Site", "Lab Animal Course", "FAQ", and "Language".

The main content area has a red header with the word "Welcome". Below this is a yellow banner for the "CITI Login and Registration Page".

On the left side, there is a vertical column of seven small images: a planet Saturn, an elderly couple, Stonehenge, a microscope, a person in a lab coat, a blue butterfly, and a gorilla.

The main text area contains the following information:

- An information icon (i) followed by the text: "The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization."
- A bolded statement: "The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site."
- Two information icons (i) followed by links: "New Users [Register Here](#)" and "Already Registered? [Login Below](#)".
- Form fields for "Username" and "Password", each with a text input box.
- A blue "Submit" button.
- A link for "Forgot login information".
- A notice: "To ensure that all users enjoy rapid response times, access is temporarily limited to 2500 concurrent users. As learners log off others will be permitted to log on. **There are currently 548 users logged in to the site.**"
- A final notice: "Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 5.0 or later or Firefox ver. 1.5 or later."

At the bottom of the page, there is a footer with links: "Home | [CME/CEU](#) | [Copyright and Disclaimer](#) | [About Us](#) | [Acknowledgements](#) | [Contact Us](#)".

The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

Home



Complete Registration Steps 1-4 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Username:

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Password:

Verify Password:

3. Enter your name

First Name:
(100 characters maximum)

Last Name:
(100 characters maximum)

Done

Internet | Protected Mode: On

100%

Participating Institution: University of Denver

[Home](#)

Please provide the following information requested by University of Denver. Required fields are marked with an asterisk (*).



Member Information	RCR Test user
* Language Preference:	<input type="text"/>
* Institutional email address:	<input type="text"/>
* Gender:	<input type="text"/>
* Highest degree:	<input type="text"/>
Employee Number:	<input type="text"/>
Department:	<input type="text"/>
* What is your role in research?:	<input type="text"/>
Address Field 1:	<input type="text"/>
Address Field 2:	<input type="text"/>
Address Field 3:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
* Office Phone:	<input type="text"/>
Home Phone:	<input type="text"/>
* May we re-contact you to complete a course survey?:	<input type="text"/>

[Submit](#) [Cancel](#)

Step 2: Select Curriculum

CITI Collaborative Institutional Training Initiative

Home

Select Curriculum - University of Denver

1. Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Biomedical Research:
- SBER Research:
- HIPAA: in Human Subjects Research
- Committee Members
- General:
- If you are not affiliated with one of these groups, please proceed to the next question(s).

2. If you would like to take Health Information Privacy and Security (HIPS), please choose one of the University of Denver HIPS learner groups below.

Choose all that apply

- HIPAA Group: Health and Counseling Center
- General
- CITI Health Information Privacy and Security (HIPS) for Clinicians
- CITI Health Information Privacy and Security (HIPS) for Clinical Investigators
- CITI Health Information Privacy and Security (HIPS) Students and Instructors

3. Please choose the Responsible Conduct of Research Course Group below based on your role and the type of activities you will conduct.

Choose all that apply

- Biomedical Responsible Conduct of Research Course

If you need human subjects or animal care and use education as part of fulfillment of IRB and IACUC policies, you may also register for those on this screen. However, RCR training does not require these modules.

CITI Health Information Privacy and Security (HIPS) for Clinicians
 CITI Health Information Privacy and Security (HIPS) for Clinical Investigators
 CITI Health Information Privacy and Security (HIPS) Students and Instructors

Question 3 Please choose the Responsible Conduct of Research Course Group below based on your role and the type of activities you will conduct.

Choose all that apply

Biomedical Responsible Conduct of Research Course
 Social and Behavioral Responsible Conduct of Research Course
 Physical Science Responsible Conduct of Research Course
 Humanities Responsible Conduct of Research Course

Question 4 **Laboratory Animal Welfare**

Do you conduct studies that use Lab animals?

- ▶ If YES, then you must complete complete the Basic course and the appropriate species specific modules.
- ▶ If you are an IACUC Member you should complete the "Essentials for IACUC Members".
- ▶ Choose the appropriate species specific electives according to your research interests.

Choose all that apply

"Working with the IACUC Course" is required if you plan to use lab animals in your work.
 If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

Choose the appropriate species specific electives depending on your work or interests.

I work with Mice. Family: Muridae Cricetidae
 I work with Rats. Genus: Rattus
 If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Continue Cancel

Done Internet | Protected Mode: On 100% 3:22 PM

Inbox - Microsoft ... soooo much done... Select Curriculum ... Welcome to Tabbe... CITI registration sc... iTunes

The CITI program offers RCR core modules that are customized to various discipline categories:

- Biomedical RCR
- Social Behavioral (& Educational) RCR
- Physical Sciences RCR
- Humanities RCR

Home

Select your institution or organization

You have registered with the following institution(s):

At this point you can register with another institution. This could be very useful if:

- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection.

Yes No



Done

Internet | Protected Mode: On

100%

Check No to continue. No affiliation with other institutions is required unless requested by ORSP or the Sponsor.

Main Menu

- This is the email address we have for you: ssottosa@du.edu. If this is not correct, please [edit or change your email address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) ⓘ | [Change login information](#) | [CME/CEU credits](#)

University of Denver

ⓘ [View University of Denver instructions page](#)

You have enrolled for the following courses:

ⓘ My Courses	Status	Completion Reports	ⓘ Voluntary Satisfaction Survey
Social and Behavioral Responsible Conduct of Research Course 1., RCR	Not Started - Enter	Not Earned	Not Available

ⓘ [Add a course or update your learner groups for University of Denver](#)

University of Denver Learner Utilities

- ⓘ [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- ⓘ [Update my profile information](#) for University of Denver
- ⓘ [Previous Coursework](#) Completed
- ⓘ [CME/CEU credits for human subjects protection coursework](#)
- ⓘ [Remove my affiliation](#) from University of Denver

Step 3 Select Enter to review modules

Examples SBER Curriculum

To pass this course you must complete all required modules with a combined score of **85**. Your current score is **0**.

Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
The CITI Course in the Responsible Conduct of Research	Incomplete	
Introduction to the Responsible Conduct of Research	Incomplete	
Introduction to Research Misconduct	Incomplete	
Research Misconduct ²⁻¹⁴⁹⁵	Incomplete	
Case Study - Truth or Consequences ²⁻¹²¹⁷	Incomplete	
Introduction to Data Acquisition and Management	Incomplete	
Data Acquisition, Management, Sharing and Ownership ²⁻¹⁵²³	Incomplete	
Case Study - Data Management "Who Owns Research Data?" sbr	Incomplete	
Introduction to Responsible Authorship	Incomplete	
Publication Practices and Responsible Authorship ²⁻¹⁵¹⁸	Incomplete	
Responsible Authorship - The Chair as an Author. (SBR)	Incomplete	
Introduction to Peer Review	Incomplete	
Peer Review ²⁻¹⁵²¹	Incomplete	
What is Responsible Peer Review (SBR)	Incomplete	
Introduction to Mentoring	Incomplete	
Mentor and Trainee Responsibilities ¹²⁵⁰	Incomplete	
Mentoring Case Study: The Graduate Student Laborer.	Incomplete	
Mentoring Case Study: The Business of Mentoring.	Incomplete	
Introduction to Conflicts of Interest and Commitment	Incomplete	
Conflicts of Interest and Commitment ²⁻¹⁴⁶²	Incomplete	
Col Case Study -The Case of the Entrepreneurial Psychologist ³⁻¹⁴⁵⁷	Incomplete	
Introduction to Collaborative Relationships	Incomplete	
Collaborative Research ²⁻¹⁴⁸⁴	Incomplete	
Collaborative Research Simulation - 8 Scenarios and resolutions	Incomplete	
Facilitating Sharing Between Collaborators	Incomplete	
University of Denver	Incomplete	

Example: Physical Sciences

Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
The CITI Course in the Responsible Conduct of Research	Incomplete	
Introduction to the Responsible Conduct of Research	Incomplete	
Introduction to Research Misconduct	Incomplete	
Research Misconduct <small>3-1498</small>	Incomplete	
Introduction to Data Acquisition and Management	Incomplete	
Data Acquisition, Management, Sharing and Ownership <small>3-1524</small>	Incomplete	
Introduction to Responsible Authorship	Incomplete	
Publication Practices and Responsible Authorship <small>3-1527</small>	Incomplete	
Authorship and Publications - The Grateful Author (PSE)	Incomplete	
Introduction to Peer Review	Incomplete	
Peer Review <small>3-1528</small>	Incomplete	
Introduction to Mentoring	Incomplete	
Mentor and Trainee Responsibilities <small>1250</small>	Incomplete	
Mentoring Case Study: The Graduate Student Laborer.	Incomplete	
Mentoring Case Study: The Business of Mentoring.	Incomplete	
Introduction to Conflicts of Interest and Commitment	Incomplete	
Conflicts of Interest and Commitment <small>3-1623</small>	Incomplete	
Introduction to Collaborative Relationships	Incomplete	
Collaborative Research <small>3-1514</small>	Incomplete	
Collaborative Research Simulation - 8 Scenarios and resolutions	Incomplete	
Facilitating Sharing Between Collaborators	Incomplete	
The CITI RCR Course Completion Page.	Incomplete	
University of Denver	Incomplete	
Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)	Date Complete	Score
Data Management Video Vignette Case Studies	Incomplete	
Links to Articles and Interesting Websites	Incomplete	
Responsible Authorship - Taking Shortcuts (All Sciences)	Incomplete	