

## Instructions for Collaborative Institutional Training Initiative (CITI) program Access and Training Requirements

Access the CITI program web page: <https://www.citiprogram.org/>

### A New CITI User

This path is for someone who has never accessed the CITI site before. Use the “Create an account” Register button on the right hand side of the main page. Complete the registration questionnaire with the required information (Note: not all questions will require an answer). Please use your SDSU email address as your preferred email address. You will receive confirmation that your account has been set up via email.

- 1) Go to <https://www.citiprogram.org/> (Site users will need to have Internet Explorer 8 or later, or use current version of Chrome, Firefox, or Safari) Click on 'Click here to register'

The screenshot shows the CITI Program website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar labeled 'Search Knowledge Base' is on the right. Below the header is a navigation menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. A message below the navigation says 'Returning User? Please log in. Don't have an account? Click here to register' with a red arrow pointing to the 'Click here to register' link. The main content area is split into two columns. The left column has 'Login Tips' (1. Your password is case-sensitive, 2. For institutions using Single Sign On (SSO), you must log in directly from the institution's web page. Click here for a list of institutions that use SSO.) and 'Help for Login Issues' (I forgot my Username or Password, I did not get the validation email, The link in my email does not work, If you need more help, please contact our Help Desk.). The right column has a login form with 'Username' and 'Password' fields, a 'Log In' button, and a 'Create an account' section with a 'Register' button.

After creating your account, access the CITI program web page and enter your username and password and click login to be taken to the CITI Main Menu.

Choose: affiliate with another institution and select San Diego State University.

The screenshot shows the 'CITI - Learner Registration' page. It features a progress indicator at the top with steps 1 through 7, where step 1 is active. The main section is titled '\* Select An Institution' and includes a note: '\* Indicates a required field.' Below this is a paragraph: '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.' At the bottom, there is a dropdown menu labeled 'Participating Institutions' with 'San Diego State University' selected.

Select: Add a course or update Learner Groups. This will take you to a questionnaire to assign the required training by selection a “Learner Group” based on the type of activity you are engaged in at SDSU. Please review the training requirements below before selecting learner groups.

San Diego State University Courses			
Course	Status	Completion Report	Survey
Faculty Advisor (supplemental)	Incomplete	Not Earned	
Faculty, Staff and Students	Not Started	Not Earned	
IRB Administration	Not Started	Not Earned	

  

My Learner Tools for San Diego State University	
<a href="#">Add a Course or Update Learner Groups</a>	
<a href="#">View Previously Completed Coursework</a>	
<a href="#">Update Institution Profile</a>	
<a href="#">Remove Affiliation</a>	

### An Existing CITI User

This path is for someone who is already registered. Access the CITI program webpage via the link above. Enter username, password and login.

If you are affiliated with an institution other than SDSU, choose affiliate with another institution and enter San Diego State in the search window.

**CITI - Learner Registration**

Steps: **1** 2 3 4 5 6 7

**\* Select An Institution**

\* indicates a required field.

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

Enter the required information on the questionnaire. Please use your SDSU email address as your preferred email address.

Next choose: Add a Course or Update Learner Groups. This will take you to a series of questions and assign the required training based on the type of activity you are engaged in at SDSU. Please review the training requirements below before selecting learner groups.

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My Learner Tools for San Diego State University

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

## Training Requirements

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### Human Subjects Research (More than 1 learner group may apply)

**Question 1**

### Human Subjects Research

Please choose ALL learner groups 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 Researchers
- Social-Behavioral
- IRB Members
- Faculty Advisor (supplemental)
- Not at this time.

Faculty, Staff and Students that conduct human subjects' research must be appropriately trained in the protection of human subjects. SDSU uses the CITI web-based courses to satisfy this requirement. Initial and continuing education (every 3 years) are required as explained below. The training is separated into learner groups and you should choose the group(s) those

that closely match the research activities or other responsibilities (Faculty Advisor, IRB Member) that you perform.

Human Subjects Research Learner Groups:

- Biomedical- Choose this group if your research involves clinical trials which are phased studies using human volunteers, designed to answer safety and efficacy questions about biologics, devices, pharmaceuticals, new therapies or new ways of using known treatments.
- Social Behavioral-Choose this group if your research applies the behavioral and social sciences to the study of people's responses to certain stimuli (internal and external). Academic disciplines that conduct such research are: sociology, psychology, anthropology, economics, political science and history.
- IRB Member-Choose this group if you are a member of the IRB either, permanent or alternate.
- Faculty Advisor-Choose this group if you have signed a Faculty Assurance form indicating that you are a Co-PI and Faculty Advisor on a Student Investigator's project.
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Most modules contain a quiz. The modules do not have to be completed all in one login session. A minimum aggregate score of 80% is required to pass the courses. There are several optional modules available for additional information.

### IRB Administration

**Question 2**

**IRB Administration**

Please make your selection below if you wish to be enrolled in the IRB Administration course.

Choose one answer

IRB Administration

Not at this time.

Staff that is involved in IRB administration must be appropriately trained regarding federal regulations, human research protection program management, review and approval of IRB protocols, informed consent process and auditing best practices.

IRB Administration Learner Group:

- All IRB administrators-required training for staff involved in IRB administration.

Questions- please contact SDSU Research Affairs: 619-594-6622 or [irb@mail.sdsu.edu](mailto:irb@mail.sdsu.edu)

Most modules contain a quiz. The modules do not have to be completed all in one login session. A minimum aggregate score of 80% is required to pass the courses. There are several optional modules available for additional information.

Animal Research (More than 1 learner group may apply)

**Question 3**

### Laboratory Animal Research

Do you conduct studies that use Lab animals?

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

Choose all that apply

- Laboratory Animal Work - No Animal Handling mice and rat models
- Laboratory Animal Work - With Animal Handling mice and rat models
- Wildlife Animal Work - No Animal Handling
- Wildlife Animal Work-With Animal Handling-Amphibians
- Wildlife Animal Work-With Animal Handling-Fish
- Wildlife Animal Work-With Animal Handling-Reptiles
- IACUC Member
- IACUC Community Member

All research personnel must receive training in the ethical care and use of animals and the regulations, policies and procedures governing animal use in research as well as in the actual procedures that may be performed on animals during the course of the research. SDSU uses the CITI web-based courses to provide basic training in the humane care and use of animals in research and teaching. Initial and continuing education (every 3 years) are required as explained below. Training is separated into learner groups based on the research activities and species used and you should choose the group(s) that closely matches these activities or other responsibilities (IACUC Member and IACUC Community Member) that you perform. All required online training must be completed before any individual may be listed on or added to an approved IACUC protocol; individuals who fail to complete required training will not be authorized to engage in any activities involving live animals.

Animal Research Learner Groups:

- Laboratory Animal Work-No Animal Handling Mice and Rat Models-Choose this group if you are Faculty, Staff or Student that will oversee, supervise, observe animal research projects that use mice and/or rats but will not directly handle animals.

Questions- please contact SDSU Research Affairs: 619-594-6622 or [irb@mail.sdsu.edu](mailto:irb@mail.sdsu.edu)

- Laboratory Animal Work-With Animal Handling Mice and Rat Models -Choose this group if you will handle mice and/or rats in the conduct of your research project.
- Wildlife Animal Work No Animal Handling- Choose this group if you are Faculty, Staff or Student that will oversee, supervise or observe animals in a field research project but not directly handle animals.
- Wildlife Animal Work With Animal Handling Amphibians-Choose this group if you will handle amphibians in the field.
- Wildlife Animal Work With Animal Handling Fish-Choose this group if you will handle fish in the field.
- Wildlife Animal Work With Animal Handling Reptiles-Choose this group if you will handle reptiles in the field.
- IACUC Member-Choose this group if you are a member of the IACUC (including Community Members), either permanent or alternate.
- IACUC Community Member-Choose this group if you are a community representative on the IACUC.

Most modules contain a quiz. The modules do not have to be completed all in one login session. A minimum aggregate score of 80% is required to pass the courses. There are several optional modules available for additional information.

### Information Privacy and Security

**Question 4**

**Information Privacy Security**

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

All faculty, staff, and students conducting human subjects research in addition to IRB members must complete this section.

Choose one answer

IPS for Faculty/Staff/Student/IRB member

Not at this time.

Faculty, Staff and Students that conduct human subjects' research must be appropriately trained in the basic elements of privacy and confidentiality when using and storing research participant information. SDSU uses the CITI web-based courses to satisfy this requirement. Initial and continuing education (every 3 years) are required.

Information Privacy and Security Learner Group:

- All Faculty, Staff and Students-required training for any persons conducting human subjects' research.

Most modules contain a quiz. The modules do not have to be completed all in one login session. A minimum aggregate score of 80% is required to pass the courses. There are several optional modules available for additional information

### Responsible Conduct of Research (More than 1 learner group may apply)

**Question 5**

**Responsible Conduct of Research**

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

Choose all that apply

- Faculty, Staff and Students
- Researchers Using Animal Subjects
- Research Administration
- Research Involving Human Subjects
- Not at this time.

Training in responsible and ethical research practices is an integral part of preparing academic professionals to conduct research. Both the National Institutes of Health (NIH) and the National Science Foundation (NSF) have requirements for training in the Responsible Conduct of Research (RCR). SDSU uses the CITI web-based courses to satisfy one of the elements of this requirement. Initial and continuing education (every 3 years) are required. While the NSF training is only required for undergraduate, graduate students and post-doctoral researchers it is highly recommended that the PI complete the training to begin a dialogue with the students and postdocs on the responsible conduct of research. The training is separated into learner groups and you should choose the group(s) those that closely match the research activities or other responsibilities (Research Administration) that you perform. A notice to persons who will be required to complete this training will be sent by Research Affairs. For all others this training is optional.

#### Responsible Conduct of Research Learner Groups:

- Faculty, Staff and Students-Choose this group if you have received a notice of required RCR training and you are involved in research in one of the following disciplines; biomedical research (except research with animals), social behavioral research, physical science, humanities, engineering.
- Researchers Using Animal Subjects-Choose this group if you work with animal models in your research.
- Research Involving Human Subjects--Choose this group if you work with human subjects in your research.

- Research Administration-Choose this group if you are involved in the oversight of programs that require RCR training (sponsored research, research affairs, program/project coordinators).

Most modules contain a quiz. The modules do not have to be completed all in one login session. A minimum aggregate score of 80% is required to pass the courses. There are several optional modules available for additional information.

### Conflict of Interest

**Question 6**

### Conflicts of Interest

Please select your Conflicts of Interest Course below if you need to take the Conflicts of Interest course.

Choose one answer

Conflicts of Interest Course

No

The PHS regulations on Objectivity in Research (revised in August 2011) are designed to promote objectivity by establishing standards that provide a reasonable expectation that the design, conduct and reporting of PHS Research Activities will be free from bias resulting from any Investigator's Financial Conflicts of Interest. Each institution applying for or receiving research support from PHS must comply with the regulations by putting in place a policy whereby one of the elements is training. SDSU uses the CITI web-based courses to satisfy this requirement. Initial and continuing education (every 3 years) are required. A notice to persons who will be required to complete this training will be sent by Contracting and Compliance. For all others this training is optional.

#### Conflict of Interest Learner Group:

- Conflict of Interest-Choose this group if you have received a notice of required COI training and are a Principal Investigator or other investigators/key personnel who have or share responsibility for the design, conduct, or reporting of PHS sponsored projects.

Most modules contain a quiz. The modules do not have to be completed all in one login session. A minimum aggregate score of 80% is required to pass the courses.



## Export Control

Question 7

### Export Controls

Please select your US Export Control Course below if you need to take US Export Control Course courses.

Choose one answer

CITI Export Controls Course

Not at this time, thank you.

University staff, students and/or employees may be required to fulfill the export control training requirements. The course contains modules providing a basic overview of export controls. Also provided is information specific to the various federal agencies that oversee export controls including the State Department's International Traffic in Arms Regulations (ITAR), the Commerce Department's Export Administration Regulations (EAR) and the Treasury Department's Office of Foreign Assets Control (OFAC). A notice to persons who will be required to complete this training will be sent by the Export Control Officer. For all others this training is optional.

Export Control Learner Group:

- Export Control-Choose this group if you have received a notice of required training.

Most modules contain a quiz. The modules do not have to be completed all in one login session. A minimum aggregate score of 80% is required to pass the courses. There are several optional modules available for additional information.