



Office of Research Integrity



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# Office of Research Integrity

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## **CITI Program User Manual**

3/20/2019

CITI Program User Manual | Revised: 03/20/2019



## User Manual

The Office of Research Integrity is pleased to provide Ball State researchers with this manual to assist them in completing their necessary training with the Collaborative Institutional Training Initiative Program, or CITI Program. CITI Program training is **REQUIRED** before any researcher at Ball State University can begin conducting research or submit a protocol to the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Radiation Safety Committee (RSC). Within this document, you will find step-by-step instructions and assistance with first-time registration and assistance in selecting the appropriate modules to complete by research type, funding type, and 3-year continuing training. The CITI Program user manual will provide added insight and direction for not only first time users, but also experienced researcher. If you encounter any problems, or have questions regarding the CITI program training, please contact the Office of Research Integrity.

The CITI Program website is periodically updated, so some course names may not match. If you encounter this issue, please let our office know so we can better assist researchers at Ball State.

### Contact:

## Office of Research Integrity

West Quad Room 200  
(765) 285-5052  
[orihelp@bsu.edu](mailto:orihelp@bsu.edu)

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## Registration

- ❖ Navigate to [www.citiprogram.org](http://www.citiprogram.org)
- ❖ Click **“Register”** in the top right-hand corner.



Subscriptions ▾

Courses ▾

Resources

Support ▾



Register

Log In

+1 888.529.5929 English ▾

## Research Ethics and Compliance Training



- ❖ There are seven registration steps. Select Ball State University as the "Participating Institutions." Your username does not have to match your Ball State username and password. If you are earning CME/CEU credits by taking CITI Training be sure to check yes on Step 6



- ❖ You will be taken to the page below. For Step 1, begin typing “Ball State” in the box under **“Search for organization”** and choose **“Ball State University”** when it appears in the drop down box. Then agree to the terms of service & privacy policy and affirm that you are affiliated with Ball State. Click **“Continue to Create Your CITI Program Username/Password”**

CITI - Learner Registration

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

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Ball State University

Ball State University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Ball State University.

Continue To Create Your CITI Program Username/Password

or

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.



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- ❖ For step 2, enter your first name, last name, and e-mail address. The e-mail you enter should match the one you put on your IRBNet Application Form. Then click **“Continue to Step 3.”**

CITI - Learner Registration - Ball State University

Steps: 1 2 3 4 5 6 7

Personal Information

\* indicates a required field.

\* First Name

\* Last Name

\* Email Address

\* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue to Step 3



- ❖ For step 3, enter your desired username and password where indicated. Then select a security question and enter an appropriate answer. Then click **“Continue to Step 4.”**

CITI - Learner Registration - Ball State University

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

**Create your Username and Password**

\* Indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password  \* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

\* Security Question

\* Security Answer

**Continue to Step 4**

- ❖ For Step 4, enter your country of residence. Begin typing it in the box and pick the country from the drop down menu. Then click **“Continue to Step 5.”**

CITI - Learner Registration - Ball State University

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

\* indicates a required field.

**\* Country of Residence**

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United  
United Arab Emirates  
United Kingdom  
**United States**  
United States Minor Outlying Islands



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- ❖ For Step 5, answer the following questions about if you are interested in receiving Continuing Education Units or taking a survey in the future. Then click **“Continue to Step 6.”**

### \* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

#### Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

☐ Yes

#### No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

☐ No

### If you picked "YES", please check below the one type of credit you would like to earn

- ☐ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- ☐ Psychologists – APA Credits
- ☐ Nurses – ANCC CNE
- ☐ Other Participants – Certificates of Participation
- ☐ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

### \* Can CITI Program contact you at a later date regarding participation in research surveys? 🗨️

- ☐ Yes
- ☐ No
- ☐ Not sure. Ask me later



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- ❖ For Step 6 fill out the questions marked with a red \* indicating your institutional e-mail address, your department affiliation, and your role in research. Chose the option that best fits your general role in the research you are conducting. When you are finished click **“Continue to Step 7.”**

Please provide the following information requested by Ball State University

\* indicates a required field.

Language Preference

\* Institutional email address

Gender

Highest degree

Employee Number

\* Department

\* Role in research

- ❖ In Step 7 you will choose the curriculum that applies to your research. Outlined on the next few pages are the questions you need answer if you are conducting Human Subjects Research or Animal Research.

CITI - Learner Registration - Ball State University

Steps: 1 2 3 4 5 6 7

### Select Curriculum

\* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click [here](#) to review the Ball State University instructions page.





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### ○ Human Research (IRB):

Only Questions 1, 5, and 6 are required if you are doing Human Subjects Research. If you are not using hazardous materials, mark “not at this time” on question 5. You will be able to change your answers to these questions as your research training needs change.

### ○ Animal Research (IACUC)

If you are doing research with animals you must answer questions 1, 2, 5, and 6. If you are not using hazardous materials, mark “not at this time” on question 5. You will be able to change your answers to these questions as your research training needs change. For question 2, please indicate what your role will be and what species you are working with.

### ○ Federally Funded Projects

If your research is federally funded or a funder requires Responsible Conduct of Research (RCR) training, answer question 3. Select “Social and Behavioral Responsible Conduct of Research Course”.

#### \* Question 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 one answer

- ☐ **Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ I do not need to take Human Subjects Research courses at this time.



## Question 2

### Laboratory Animal Welfare

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

- ☒ "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.
- ☒ IACUC Community Member
- ☒ 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".
- ☒ Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

### Species Specific Modules

- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Frogs, Toads or other Amphibians
- ☐ I work with Rats. Genus: Rattus
- ☐ I work with Hamsters. Family: Muridae
- ☐ I work with Gerbils
- ☐ I work with Guinea Pigs
- ☐ I work with Rabbits, Family: Leporidae
- ☐ I work with Cats
- ☐ I work with Dogs
- ☐ I work with Fish
- ☐ I work with Swine
- ☐ I work with Non-Human Primates (NHP)
- ☐ Working With Animals In Biomedical Research - Refresher Course



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### Question 3

#### Responsible Conduct of Research

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

Choose one answer

- ☐ 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
- ☐ Responsible Conduct of Research for Engineers
- ☐ Responsible Conduct of Research for Administrators
- ☐ Not at this time, Thank you.



### \* Question 5

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer

- ☐ Basic Biosafety Training
- ☐ Biosafety Retraining
- ☐ Animal Biosafety
- ☐ Shipping and Transport of Regulated Biological Materials
- ☐ OSHA Bloodborne Pathogens
- ☐ Select Agents, Biosecurity and Bioterrorism
- ☐ Institutional Biosafety Committee Member Training
- ☐ Not at this time.

Complete Registration



- ❖ Once you have answered the applicable questions, click **“Complete Registration.”**



- ❖ Click **“Finalize Registration”** and then click **“Ball State University Courses.”**

✓ Your registration has been completed successfully.



- ❖ The courses required for your research will appear. Click on the name of each course, reading through it and taking the survey. You must average 80% to earn your completion certificate.

Ball State University Courses			
Course	Status	Completion Report	Survey
Aseptic surgery	Not Started	Not Earned	
IACUC Chairs, Members and Coordinators	Not Started	Not Earned	
IACUC Community Member	Not Started	Not Earned	
Investigators, Staff and Students	Not Started	Not Earned	
RCR for Engineers/Technology Sciences	Not Started	Not Earned	
Reducing Pain and Distress in Laboratory Mice and Rats	Not Started	Not Earned	
Social & Behavioral Research - Basic/Refresher	Not Started	Not Earned	
My Learner Tools for Ball State University			
Add a Course or Update Learner Groups			
View Previously Completed Coursework			
Update Institution Profile			
View Instructions page			
Remove Affiliation			



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## Accessing Your Completion Certificate

1. Go to [www.citiprogram.org](http://www.citiprogram.org)
2. Enter your username and password and click “**Log In.**”



LOG IN

LOG IN THROUGH MY INSTITUTION

REGISTER

Username

[Forgot?](#)

Password

[Forgot?](#)

Log In

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)

3. Click “View Courses”.

## Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Ball State University



View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

4. This will bring you to a page that lists you active courses, courses ready to begin, and completed courses. Locate the Module you were required to take and click “View – Print – Share Record”


### Completed Courses

[Learner Tools](#)

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**Biomedical Research - Basic/Refresher**

Stage 1 - Basic Course

[Post-Course Survey](#) 


Passed 26-Aug-2018

[Review Course](#) [View - Print - Share Record](#)

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**Conflicts of Interest**

Stage 1 - Basic Course

[Post-Course Survey](#) 


Passed 21-Aug-2017

[Review Course](#) [View - Print - Share Record](#)

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**RCR FOR SOCIAL, BEHAVIORAL & EDUCATIONAL RESEARCHERS**

Stage 1 - RCR

[Post-Course Survey](#) 


Passed 31-Aug-2017

[Review Course](#) [View - Print - Share Record](#)

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**Social & Behavioral Research - Basic/Refresher**

Stage 1 - Basic Course

[Post-Course Survey](#) 

Passed 01-Sep-2017

[Review Course](#) [View - Print - Share Record](#)



- Click “View/Print” under the “Completion Certificate” section to print your certificate from that screen or save it as a PDF if you are going to upload it to IRBNet.

### Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

View / Print

Copy Link 



### Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / Print

Copy Link 

- Log on to **IRBNet.org** and upload your CITI documentation as “Training/Certification”. For more information on how to do this, please access our IRBNet User Manual.

#### Documents in this Package:

Document Type	Description	Last Modified	
▼ Training/Certification	CITI Certificate	03/19/2019 12:04 PM	