Instructions for Completing the CITI
Human Subjects Research Training Program
For Faculty and Students Working with Human Subjects

1) Go to **www.citiprogram.org**
2) At the top right of the screen, click **Register** to create a new account or, if you have already completed a CITI training program in another area (e.g., Responsible Conduct of Research), select **Log In** and enter your username and password, then skip to item #9, below.
3) If registering a new account, under *Select Your Organization Affiliation*, type and select **Rollins College** and Continue to Step 2.
4) Provide name and email and Continue to Step 3.
5) Create your personal username, password, and security question and Continue to Step 4.
6) Select Country of Residence and Continue to Step 5.
7) For CEU credit question, select **No**.
8) Provide the following information requested by Rollins:
   - Your Rollins email address
   - R-Number
   - Your department or the department of the faculty member with whom you will be collaborating
   - Your research role (e.g., Undergraduate Researcher/Research Assistant)
   - Which course do you plan to take? **Human Subjects Research**

9) The next page is the CITI Course Enrollment Procedure. Scroll down to *CITI Course Enrollment Questions* and select the following:
   Question 1: For Human Subjects Research, select **Faculty and Students Working with Human Subjects (Social, Behavioral, and Educational Sciences)**.
   Question 2: For IRB Chair course, select **Not at this time**.
   Question 3: For Lab Animal Research, make no selections/leave blank.
   Question 4: For Responsible Conduct of Research, select **Not at this time**.
   Question 5: For Conflict of Interest mini-course, select **No**.
   Then click **Complete Registration**.

10) On the following page, click **Finalize registration**.

11) The following page is the Main Menu. Your **Faculty and Students Working with Human Subjects (Social, Behavioral, and Educational Sciences)** course should be listed under *Rollins College Courses*. Click the course link to begin. On the following screen, you will see two main headings: *Required Modules* and *Supplemental Modules*. You must complete the Integrity Assurance Statement before beginning the course. You should complete all 7 items listed under Required Modules:
   - ✓ Students in Research
   - ✓ History and Ethical Principles
   - ✓ Defining Research with Human Subjects
   - ✓ The Federal Regulations
   - ✓ Assessing Risk
   - ✓ Informed Consent
   - ✓ Privacy and Confidentiality

Items under Supplemental Modules are <u>not required</u> unless the faculty member with whom you are working requests that you complete these.

A review of the required materials and completion of the quizzes will likely take 20-30 minutes per topic. Two to three login sessions of about 60-90 minutes each is the most effective way to use the course site. Logoff (upper right corner) after completing a session.

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When you've completed all required elements, you will be able to download a completion report. If at any point you need assistance with the CITI online program or have questions, please contact Devon Massot, Director of Grants & Sponsored Research at dmassot@rollins.edu.