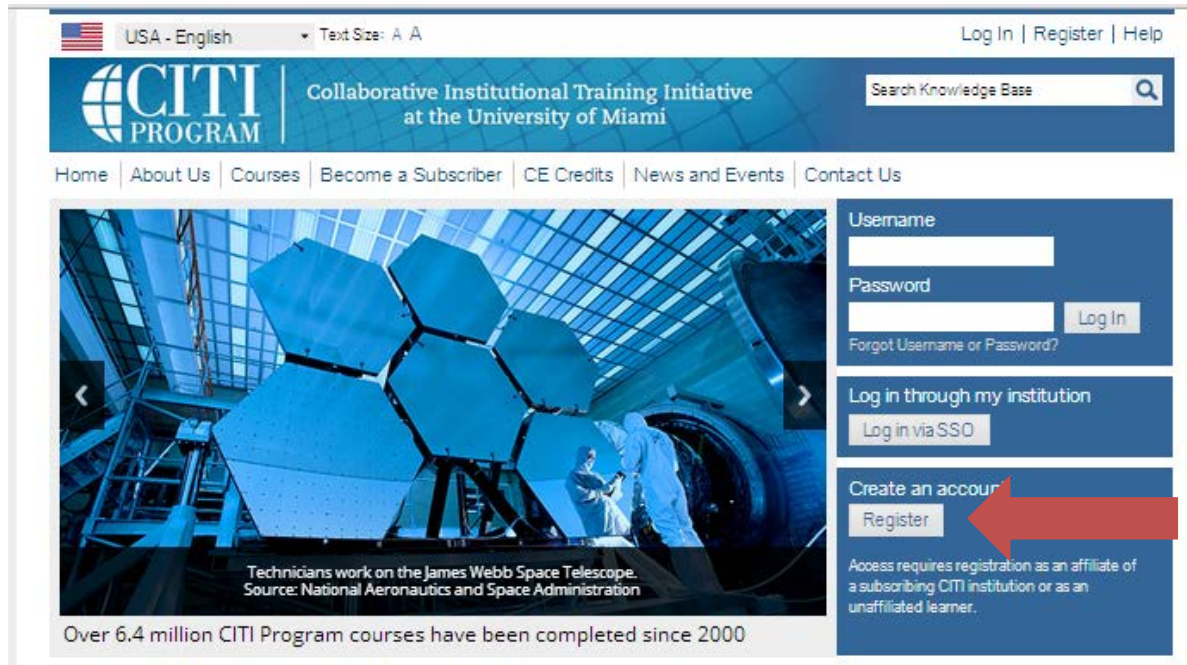


Tufts University/Tufts Medical Center CITI GUIDE

❖ Registering with CITI

[For new users only; current users skip to Step 3]

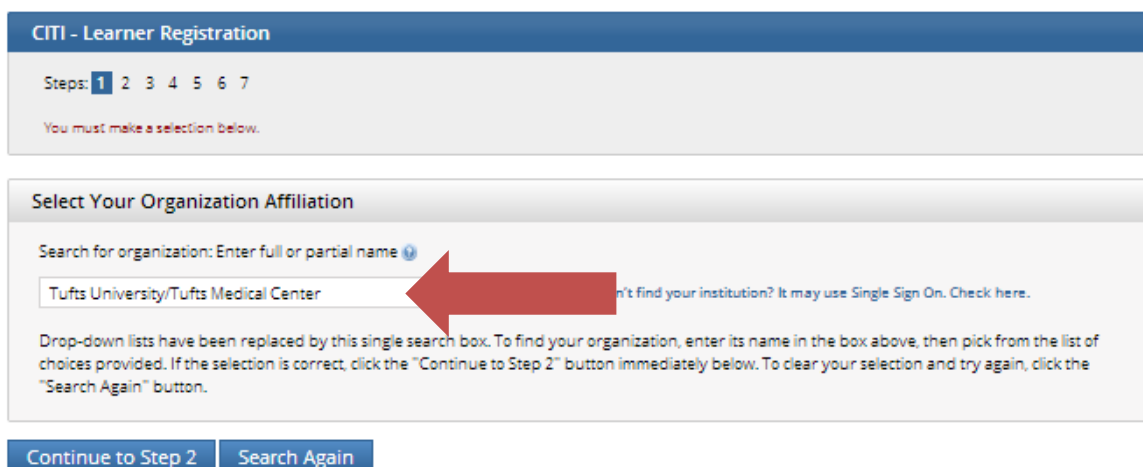
- Step 1: Open www.citiprogram.org.
- Step 2: Create an account by clicking “Register” and follow the instructions on creating a password and username.



The screenshot shows the CITI Program website. 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 features a large image of technicians working on the James Webb Space Telescope, with the caption "Technicians work on the James Webb Space Telescope. Source: National Aeronautics and Space Administration" and "Over 6.4 million CITI Program courses have been completed since 2000". To the right of the image is a registration form with fields for "Username" and "Password", a "Log In" button, and a "Forgot Username or Password?" link. Below the form is a "Log in through my institution" section with a "Log in via SSO" button. At the bottom of the registration section is a "Create an account" section with a "Register" button, which is highlighted with a red arrow. A note below the "Register" button states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

❖ Affiliating with Tufts University/Tufts Medical Center

- Step 3: Choose Tufts University/Tufts Medical Center as your Organizational Affiliation.



The screenshot shows the "CITI - Learner Registration" page. At the top, it says "Steps: 1 2 3 4 5 6 7" and "You must make a selection below." Below this is a section titled "Select Your Organization Affiliation". It features a search box with the text "Search for organization: Enter full or partial name" and a dropdown menu showing "Tufts University/Tufts Medical Center". A red arrow points to the search box. To the right of the search box is a link: "Can't find your institution? It may use Single Sign On. Check here." Below the search box is a paragraph of instructions: "Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom of the section are two buttons: "Continue to Step 2" and "Search Again".

- Step 4: For subsequent registration steps, fill in the appropriate information.
 - When entering your email address, use your [@tufts.edu](mailto:tufts.edu) or [@tuftsmedicalcenter.org](mailto:tuftsmedicalcenter.org) email address.

- **Step 5: Choose the learner group that is most appropriate for your research activities**
 - Biomedical Researcher or Social-Behavioral-Educational Researcher
 - If you are an IRB member, choose the IRB on which you serve (Health Sciences or SBER).

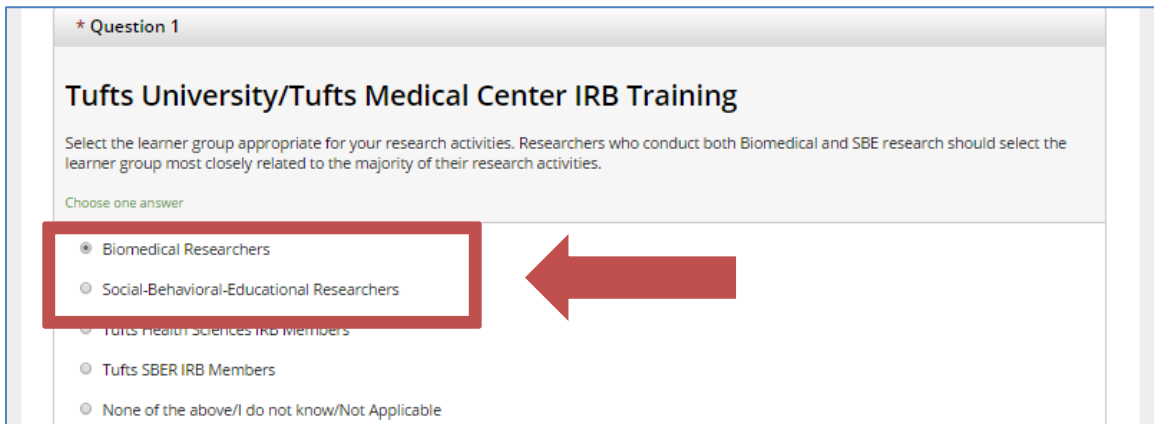
* Question 1

Tufts University/Tufts Medical Center IRB Training

Select the learner group appropriate for your research activities. Researchers who conduct both Biomedical and SBE research should select the learner group most closely related to the majority of their research activities.

Choose one answer

- Biomedical Researchers
- Social-Behavioral-Educational Researchers
- Tufts Health Sciences IRB Members
- Tufts SBER IRB Members
- None of the above/I do not know/Not Applicable



- **Step 6: To complete registration for your learner group, answer Questions 2-5 according to your additional research education needs.**

Question 2

IRB Chair

Are you an IRB Chair or IRB Vice-Chair?

Choose one answer

- Yes
- No

* Question 3

Good Clinical Practice and ICH (GCP) - Basic Course

Would you like to take the GCP - Basic Course?

Please Note: This course is not a substitute for Tufts University/Tufts Medical Center IRB Training. It may be taken in addition to IRB training for study personnel engaged in executing a drug, device, biologic and/or behavioral intervention research study.

If you are being asked to complete GCP training for your role on a sponsored research study, please confirm with the Sponsor that CITI's GCP course will fulfill your training requirements.

Choose one answer

- Yes
- No

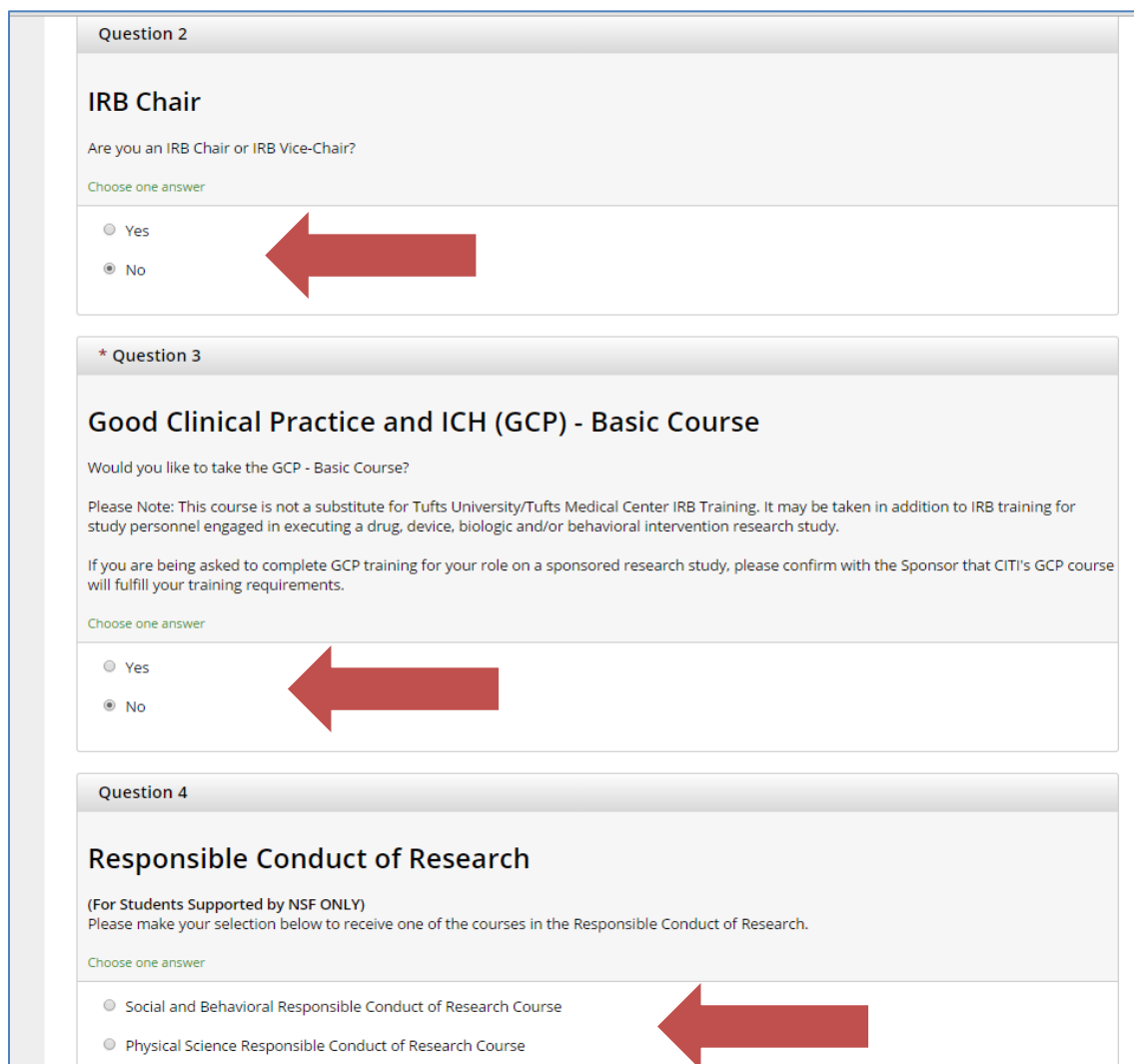
Question 4

Responsible Conduct of Research

(For Students Supported by NSF ONLY)
Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

Choose one answer

- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course



❖ **Completing the Education Requirements**

- **Step 7: Once registered, click on your course (e.g. Biomedical or Social-Behavioral-Educational Research).**

Course	Status	Completion Report	Survey
Biomedical Research	Incomplete	Not Earned	

- **Step 8: Complete the Integrity Assurance Statement.**

Biomedical Research - Basic Course

To pass this course you must:

- Complete all 16 elective modules
- Achieve an average score of at least 80% on all quizzes for the above
- Supplemental modules, if provided, are optional and do not count towards your Completion Report score

Your Current Score: **0%**

You have unfinished required or elective modules remaining

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

- **Step 9: Complete all “Elective” modules in the Basic Course to earn certification.**
 - **16 modules** for the Biomedical Research Course
 - **13 modules** for the Social-Behavioral-Educational Research Course

Biomedical Research - Basic Course

To pass this course you must:

- Complete all 16 elective modules
- Achieve an average score of at least 80% on all quizzes for the above
- Supplemental modules, if provided, are optional and do not count towards your Completion Report score

Your Current Score: **0%**

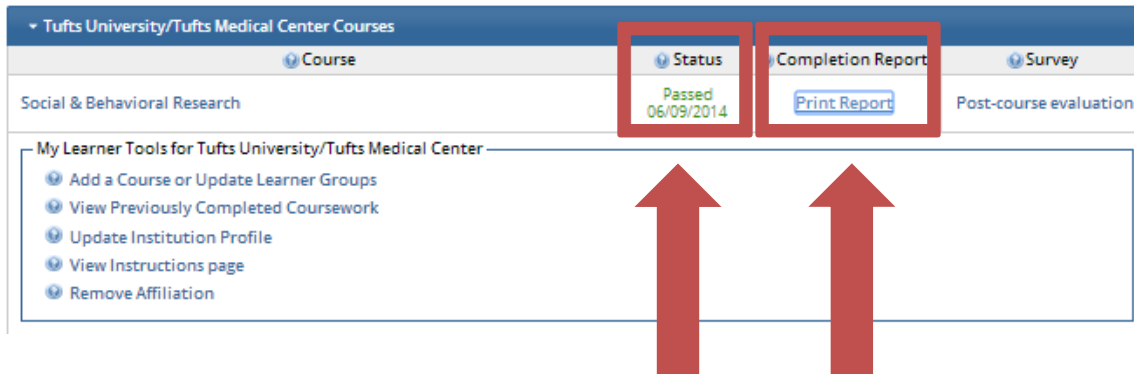
You have unfinished required or elective modules remaining

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

Elective Modules	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
Informed Consent (ID: 3)	Incomplete	0/0 (0%)
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	Incomplete	0/0 (0%)
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)
Genetic Research in Human Populations (ID: 6)	Incomplete	0/0 (0%)

❖ **Checking Certification Status and Printing a Completion Report**

- **Step 10: Check “Status” to see the date that your current certification was earned.**
 - Certification expires in 4 years minus 1 day (e.g. Passed on 06/09/14; Expires on 06/08/18)
- **Step 11: Click on “Print Report” to generate a completion report**
 - The report will include the date your course was completed, the modules in your course, your scores, and your certification expiration date.



- ❖ **If you have any further questions please contact the IRB office at 617-636-7512.**
- ❖ **If you are having difficulty accessing your account information, or if you need to merge duplicate accounts, please contact CITI:**
 - **Call 305-243-7970; Select Option 1**
 - **Send an email to citisupport@med.miami.edu**