ACCESSING CITI

Visit the website https://www.citiprogram.org/

If this is your first time using CITI, you must register.

Please make sure you use your University email address when registering in order to be affiliated with the University of San Diego.

ENROLLING IN A COURSE

The “Add a Course or Update Learner Groups” link allows you to go to the enrollment questions and change your "Learner Group" by providing new responses to the enrollment questions.
You will be presented with a series of questions or options to enable you to enroll in the Learner Group appropriate to your interests or your role in Human Subject Research / Lab-Animal Welfare or other curriculum as decided by your institution. The course(s) you are enrolled in depends on your answers to the "Select Curriculum" questions.

RESPONSIBLE CONDUCT OF RESEARCH (RCR)

Question1: Use if you want to take Responsible Conduct of Research (RCR) Course, if not, you may skip Question 1. Select the course that is most applicable to your area of research. If unsure, default to “Social and Behavioral Responsible Conduct of Research Course.”
THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

Question 2: Use IACUC if your research setting involves lab animals, otherwise, you may skip Question 2. Select all that apply for Question 2. Follow the "Note guidelines" to determine which modules to complete.

Lab Animal Welfare Course Enrollment

If you need to take lab animal welfare courses, please choose your appropriate learner groups below to be enrolled.

Note: If you perform research involving lab animals, you must take the "Working with the IACUC" course below. Additionally, if you are an IACUC member, you must take the "Essentials for IACUC Members" course.

Choose all that apply:

- Working with the IACUC
- Essentials for IACUC Members
- Reducing Pain & Distress in Laboratory Mice and Rats
- Aseptic Surgery
- Working with Amphibians in a Research Setting
- Working with Mice in Research Settings
- Working with Rats in Research Settings
- Working with Hamsters in Research Settings
- Working with Gerbils in Research Settings
- Working with Guinea Pigs in Research Settings
- Working with Rabbits in Research Settings
- Working with Cats in Research Settings
- Working with Cats in Research Settings, Refresher Course
- Working with Dogs in Research Settings
- Working with Zebrafish in Research Settings
- Working with Swine in Research Settings
- Working with Non-human Primates in Research Settings
- Working with Animals in Biomedical Research - Refresher Course

Note: 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 this module.

Note: If you have already completed the Basic Course for Working with Cats in Research Settings, do not select this course.

Note: If you have already completed the Basic Course for Working with Dogs in Research Settings, do not select this course.

Note: If you have already completed the Basic Course for Working with Zebrafish in Research Settings, do not select this course.

Note: If you have already completed the Basic Course for Working with Swine in Research Settings, do not select this course.

Note: If you have already completed the Basic Course for Working with Non-human Primates in Research Settings, do not select this course.

Note: If you have already completed the Basic Course for Working with Animals in Biomedical Research - Refresher Course, do not select this course.
HUMAN SUBJECT RESEARCH

Question 3: Use if your research involves any human subjects activities, otherwise, you may skip Question 3. Choose only one answer for Question 3.

- 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.

- Students conducting no more than minimal risk research

- Research with data or laboratory specimens: ONLY: No direct contact with human subjects.

GOOD CLINICAL PRACTICE (GCP)

Question 4: Use if you want to take Good Clinical Practice (GCP), if not, you may skip Question 4. The European Medicines Agency describes Good Clinical Practice (GCP) as “an international ethical and scientific quality standard for designing, recording and reporting trials that involve the participation of human subjects. Compliance with this standard provides public assurance that the rights, safety and well-being of trial subjects are protected and that clinical-trial data are credible.”

- Good Clinical Practice (GCP)
HEALTH INFORMATION PRIVACY AND SECURITY (HIPS)

Question 5: Use if you want to take Health Information Privacy and Security (HIPS), if not, you may skip Question 5. Select all that apply for Question 5.

CONFLICTS OF INTEREST COURSE

Question 6: Use if you want to take Conflicts of Interest Course, if not select “no.”
COURSE ACCESS AND COMPLETION REPORT

Once you have selected your curriculum, you will find the selected course(s) on your main menu page.

For example, if you have chosen to take the “Social and Behavioral Responsible Conduct of Research”

Main Menu

![Image]

Your request has been successfully submitted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social and Behavioral Responsible Conduct of Research Course</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
</tbody>
</table>

My Learner Tools for University of San Diego

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click on the course title and then complete the Integrity Assurance Statement presented at the top. The system will allow you to start taking the course modules after completing the statement.

![Image]

- Complete the required modules and associated quizzes.
- Complete the required number of elective modules and associated quizzes.
- When you complete all required modules in your curriculum and any necessary elective modules, you will be shown a list of optional modules. You may return to the course site at a future time to review these modules. Please be aware that optional modules do not count towards a completion report.
- When you complete all required modules successfully, you may print your completion report through the link: Print Report from your Main Menu or your Previously Completed Coursework page.
<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social and Behavioral Responsible Conduct of Research Course</td>
<td>Passed 09/18/2012</td>
<td>Print Report</td>
<td>Completed</td>
</tr>
</tbody>
</table>

My Learner Tools for University of San Diego
- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation