

To access the CITI training program, go to: <http://www.citiprogram.org>.
 The following directions will assist you as you work through the required screens.

-CITI LOGIN AND REGISTRATION-

New Users, click "Register Here" then proceed to Page 2 of this document.
 OR
 If you have previously registered with CITI, log in using your existing Username and Password.
 As an existing CITI user, you will need to update your Learner Group, as illustrated in the next screen shot.

THIS STEP ONLY FOR THOSE WITH EXISTING CITI ACCOUNTS:
 Click "Add a course or update your learner groups..." You may then skip to the bottom of Page 3 of this document to continue the registration process.

-SELECT YOUR INSTITUTION OR ORGANIZATION-
[for new CITI users]

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Complete Registration Steps 1-7 now.

1. Select your institution or organization

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:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Canadian Institutions:

India Participating Institutions:

Korea Participating Institutions:

2. Create your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "-". No spaces or other characters are allowed. Your username is **not case sensitive**, "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

Username:

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**, "A12B34CD" is the same as "a12b34cd".

Password:

Verify Password:

3. Security Question and Answer

Please choose a security question and provide an answer that you will remember. **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:

4. Enter your name

First Name:
(100 characters maximum)

Last Name:
(100 characters maximum)

5. Enter your email address

Enter your preferred email address.

Preferred Email:
(100 characters maximum)

Verify Preferred Email:
(100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary Email:
(100 characters maximum)

Verify Secondary Email:
(100 characters maximum)

Participating Institutions:
Select "Department of the Navy" from drop-down menu.

Complete the remaining items.

Choose a username and password unique to you. Be sure to make note of this information for future reference and information.

Click the "Submit" button after entering the required information.

-MEMBER INFORMATION-

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Please provide the following information requested by Department of The Navy. Required fields are marked with an asterisk (*).

Member Information	
Language Preference:	<input type="text"/>
* Institutional email address:	<input type="text"/>
* Gender:	<input type="text"/>
* Highest Degree:	<input type="text"/>
Employee Number:	<input type="text"/>
* Department:	<input type="text"/>
* What is your role in research?:	<input type="text"/>
Address Field 1:	<input type="text"/>
Address Field 2:	<input type="text"/>
Address Field 3:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
* Office Phone:	<input type="text"/>
Home Phone:	<input type="text"/>
* YOUR COMMAND:	<input type="text"/>

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"Department":
Type the name of your department.

"What is your role in research":
If you have more than one role, select the role that has the most comprehensive knowledge requirements (for example, if you are a both a Principal Investigator and an IRB member, choose 'IRB Member').

"YOUR COMMAND":
Select your command from the drop-down menu.

Click the "Submit" button after entering the required information.

-TYPE OF RESEARCH-

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Select Curriculum - Department of The Navy

Answer the following questions carefully. The software will then present the course(s) that you are required to complete.

What kinds of research are you conducting?

Choose all that apply

- I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.
- I am conducting or plan to conduct or am otherwise involved in studies with laboratory animals
- I am a **Midshipman at the USNA** and I am required to complete the CITI basic course for Midshipmen.
- I am the designated **Ombudsman** for a protocol and I am required to complete the Ombudsman course.
- I am wanting to take courses in **Spanish**.

Select the appropriate response(s) to the questions.

Click the "Next Question" button after making your selection(s).

If you chose "planning to conduct research with human subjects", continue on to "RESEARCH FOCUS" section.

If you chose "research with laboratory animals", skip to the directions for "USE OF LABORATORY ANIMALS".

If you chose "Midshipman at the USNA" or "designated Ombudsman", skip to the section titled "LEARNER'S MENU".

-RESEARCH FOCUS-

Home



Select Curriculum - Department of The Navy

What is your research focus? Biomedical or social and behavioral sciences

Choose all that apply

- The Social and Behavioral Sciences.
- The Biomedical Sciences

Select your primary research focus by clicking in the appropriate box.

Start Over **Next Question** Cancel

Click the "Next Question" button after making your selection.

-SELECT CURRICULUM-
(Role in Research)

Resources

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Select Curriculum - Department of The Navy

What is your role in social and behavioral research for the Department of the Navy?

Choose one answer

- No, This is not applicable to me.
- Senior Navy and Command Leadership - SBR: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Research, Command Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-in-Command). **Social and Behavioral Research Focus.**
- Directors, Chairs and Managers - SBR: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors and Program Officers. **Social & Behavioral Research Focus**
- Investigators and Key Research Personnel - SBR: Investigators and Key Personnel: Principal investigator, associate investigators, co-investigators, site investigators, medical monitors or other key personnel who are responsible for designing and conducting human subject research. **Social and Behavioral Research Focus**
- Scientific Review Personnel - SBR: Scientific Review Personnel: Chairs, Members, and Reviewers: Chairs and members of committees, panels, or individuals that provide a scientific review. **Social and Behavioral Research Focus**
- IRB Chairs, Vice Chairs and Members - SBR: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with **Social & Behavioral Research Focus**
- DON HRPP and IRB Staff - SBR: HRPP Staff & IRB staff: Staff that support the institution's HRPP and IRB, including legal counsel directly supporting the HRPP and the IRB. **Social and Behavioral Research Focus.**
- Research Coordinators and Administrators - SBR: Research Coordinators, Study Coordinators, Clinical Coordinators and staff that serve as research coordinators or research administrators. **Social and Behavioral Research Focus.**
- Research Support Personnel - SBR: Research Support Personnel: Those who conduct clinical or research procedures; provide support to review committees; are responsible for access and release of private identifiable information, e.g., records personnel; information system personnel; individuals conducting procedures (laboratory, pharmacy, and radiology); legal counsel, grants and contracts personnel; privacy officers. **Social and Behavioral Research Focus**
- DON-Supported Extramural Performers: DON-Supported Extramural Performers - Social and Behavioral Research
- DON Human Research Protections Officials

Select your role in research: If you have more than one role, select the role that has the most comprehensive knowledge requirement (for example, if you are both a Principal Investigator and IRB member, select "IRB Member").

Next Start Over

Click the "Next" button after making your selection.

CURRICULUM- (CITI Good Clinical Practice)

CITI Select Curriculum

Home

Select Curriculum - Department of The Navy

Are you required to complete the CITI Good Clinical Practice course for the Department of the Navy?

Choose one answer

- No, not at this time.
- Yes, Complete the CITI GCP Course for DoN in English
- El curso de Buenas Practicas Clinicas en Español.
- Curso Boas Práticas Clínicas - em Português.

Start Over Next Question Cancel

Select your answer by clicking in the appropriate circle.

Click the "Next Question" button after making your selection.

-SELECT CURRICULUM- (RESPONSIBLE CONDUCT OF RESEARCH)

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Select Curriculum - Department of The Navy

Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?

Choose one answer

- No, not at this time.
- Yes, I need to take Responsible Conduct of Research for Biomedical Investigators

Next Question Start Over

Your command/institution may require you to complete this module. Select your answer by clicking in the appropriate circle.

Click the "Next" button after making your selection.

-AFFILIATE WITH ANOTHER INSTITUTION-

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Select your institution or organization

You have registered with the following institution(s):

- ▶ Department of The Navy

At this point you can register with another institution. This could be very useful if:

- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check "Yes" to affiliate with another institution.

Check "No" to continue with your current selection.

Choose yes or no to indicate if you wish to register with an additional institution. If you select "Yes" you will be asked for further information regarding the new affiliated institution. CITI allows you to affiliate with several institutions, as needed.

-USE OF LABORATORY ANIMALS-

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Select Curriculum - Department of The Navy

Do you conduct or supervise studies that use laboratory animals?

- ▶ If YES, then you must complete the Basic course and the appropriate species-specific modules
- ▶ If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.
- ▶ Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply

- No, I do not conduct studies with Lab Animals
- If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.
- The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.
- I conduct studies that have the potential to cause **"more than momentary pain and distress"** in mice or rats.

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

- I work with frogs, toads or other amphibians.
- I work with mice.
- I work with rats.
- I work with hamsters.
- I work with gerbils.
- I work with guinea pigs.
- I work with rabbits.
- I work with cats.
- I work with dogs.
- I work with swine.
- I work with non-human primates (NHP).

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Select your responses by clicking in the appropriate box/boxes.

Click the "Next" button after making your selection.

-LEARNER'S MENU-

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Main Menu

- This is the email address we have for you: john.doe@yahoo.com. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) ⓘ | [Change login information](#) | [Change CITI Account Information](#)

Department of The Navy

[View Department of The Navy instructions page](#) ⓘ

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CE Credit Status	Voluntary Satisfaction Survey
Directors, Chairs and Managers - SBR, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available

[Add a course or update your learner groups for Department of The Navy](#) ⓘ

LEARNER TOOLS FOR Department of The Navy

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile for Department of The Navy](#)
- [See a list of all modules that you have completed \(goes back to approximately May 2005\)](#)
- [Click here to see your previously completed coursework for Department of The Navy](#)
- [Remove my affiliation from Department of The Navy](#)

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Click "Enter" to begin the learning module.

Note that you may have more than one Course to complete in order to fulfill training requirements.

-GRADEBOOK-

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CR# 10358456: Investigators and Key Research Personnel - SBR Gradebook

To pass this course you must complete all required modules with a combined score of **80**. Your current score is **0**.

Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
DoS Requirements for Human Subject Research	Incomplete	
Avoiding Group Harms: U.S. Research Perspectives	Incomplete	
Belmont Report and CITI Course Introduction	Incomplete	
Department of The Navy Introduction	Incomplete	
History and Ethical Principles - SBR	Incomplete	
Defining Research with Human Subjects - SBR	Incomplete	
The Regulations and The Social and Behavioral Sciences - SBR	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete	
Informed Consent - SBR	Incomplete	
Privacy and Confidentiality - SBR	Incomplete	
Records-Based Research	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Internet Research - SBR	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Incomplete	
Department of The Navy - Information and References	Incomplete	

Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)	Date Complete	Score
Hot Topics	Incomplete	
Stem Cell Research Oversight (Part II)	Incomplete	
Stem Cell Research Oversight (Part I)	Incomplete	

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To Begin:
Click the link "The Integrity Assurance Statement" at the top of the screen.

The bottom portion of the screen shows your required learning modules. Your role in research will determine which learning modules you are required to complete.

-ASSURANCE STATEMENT-



Assurance Statement

CITI Program [Conditions of Use](#) include the following provisions. Please read them carefully.

- ▶ **Only One Account:** I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.
- ▶ **No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.
- ▶ **Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.
- ▶ **No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.
- ▶ **No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.
- ▶ **My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

- I AGREE to the above and the other [Conditions of Use](#) for accessing CITI Program materials.
- I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use.

Select "I agree" and then click "Submit".

(Next required module)

CR# 10358456: Investigators and Key Research Personnel - SBR Gradebook

To pass this course you must complete all required modules with a combined score of 80. Your current score is 0.

[Take the next required module, DoD Requirements for Human Subject Research.](#)

Required Modules	Date Complete	Sc
▶ DoD Requirements for Human Subject Research	Incomplete	
Avoiding Group Harms: U.S. Research Perspectives	Incomplete	
Belmont Report and CITI Course Introduction	Incomplete	
Department of The Navy Introduction	Incomplete	
History and Ethical Principles - SBR	Incomplete	
Defining Research with Human Subjects - SBR	Incomplete	
The Regulations and The Social and Behavioral Sciences - SBR	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete	
Informed Consent - SBR	Incomplete	
Privacy and Confidentiality - SBR	Incomplete	
Records-Based Research	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Internet Research - SBR	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Incomplete	
Department of The Navy - Information and References	Incomplete	

You are now ready to begin the training. Click "Take the next required module." Depending on your role in research, the modules you are required to complete may not match those listed in this example.

-CITI INTRODUCTION-

Belmont Report and CITI Course Introduction

Introduction

To Complete Your CITI Course You Will:

- ▶ Review the **Belmont Report**.
- ▶ Complete all required modules and quizzes.
- ▶ Review any optional modules of interest.
- ▶ Review materials provided by your institution.
- ▶ Complete a voluntary, anonymous user satisfaction survey.
- ▶ Download a Course Completion Report.



Spanish Translations

Links are provided to Spanish translations for some of the CITI modules. You may review the Spanish versions of the modules if you prefer. However, when you have finished reviewing the module you must close the Spanish translation window and complete the quiz in English.

A few words about the [images in the courses](#).

Most images have a title or short description. Move the cursor over the image to see the text.

The Belmont Report

The *Belmont Report*, released in 1979 by the National Commission for the Protection of Human Subjects in Biomedical and Behavioral Research, provides the ethical framework for the Federal Regulations designed to protect human research subjects.

The *Belmont Report* is required reading for all CITI program participants. The *Belmont Report* is available in [English](#), [Chinese](#), [Spanish](#), and [French](#). Close the new browser window to return here to continue.

- ▶ Follow the link below to begin the course by completing a short quiz on the *Belmont Report*
- ▶ After you submit the quiz the link to the next required module will appear in the footer.

NOTE: some modules are for reference only and will not have a quiz required. If there is a quiz associated with the module, you will see it listed under the "Take the Quiz" heading at the bottom of the screen.

To take the quiz associated with the module, click the "Take the quiz for..." link at the bottom of the page.

Revised 09-29-11

Take the Quiz

[Take the quiz for Belmont Report and CITI Course Introduction](#)

[Go to the gradebook for this course](#)

[Go to the Main Menu](#)

- If you need to log out of the CITI training site at any time, you can do so by clicking the "Logoff" link at the top right-hand side of the computer screen. Once you log off you will need to return to the CITI main page (<http://www.citiprogram.org>) and type in your username and password to re-enter the site.
- In order to complete the CITI training and receive a Completion Report, you must pass the module quizzes with a score of 80% or better.
- The completion report for the "IRB Reference Resource" is not valid for any purposes. Your training completion report must be for a learner group appropriate to your role and commensurate with your responsibility for protecting human subjects.