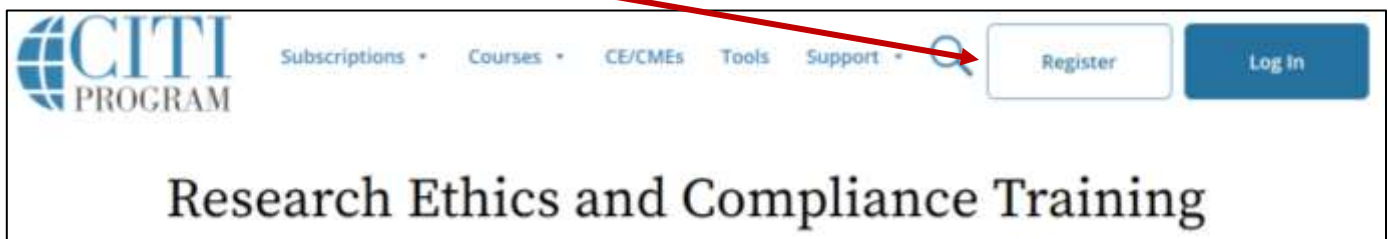


CITI TRAINING

USER'S GUIDE FOR PRINCIPAL INVESTIGATORS

GO TO WWW.CITIPROGRAM.ORG

Click on "Register" to create username



STEP 1: PARTICIPATING INSTITUTIONS

Type "Texas A & M International University" in text box

CITI - Learner Registration

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

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

[Can't find your institution? It may use Single Sign On. Check here.](#)

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.

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

STEP 2: PERSONAL INFORMATION

Enter your name and email address

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

If you have a secondary 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 address

Verify secondary email address

STEP 3: USERNAME AND PASSWORD

Create your username and password

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
What color was your first car?

* Security Answer
gray

STEP 4: COUNTRY OF RESIDENCE

Enter your country of residence

CITI - Learner Registration - Texas A&M International 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.

STEP 5: CONTINUING EDUCATION UNIT (CEU) CREDIT AND SURVEYS

Most principal investigators should select "no". Some fields of study such as nursing and psychology require annual CEU credits to maintain certifications and this course can partially satisfy requirements. Select an answer to the research survey and marketing questions.

* 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 grade book page.

No

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

Yes

No

Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? 🗨

Yes

No

STEP 6: INFORMATION REQUESTED BY TAMIU

Fill in all fields with asterisks next to it.

Institutional email address is your email address.

Please provide the following information requested by Texas A&M International University

* indicates a required field.

Language Preference

* Institutional email address

* Gender

* Highest degree

For role in human subjects research select "Principal Investigator" from the drop-down menu

Employee Number

Department

* Role in human subjects research

Select one of the Basic Human Subjects courses. Most select "Social & Behavioral Focus"

* Which course do you plan to take?

- Basic Human subjects - Biomedical
- Basic Human Subjects - Social & Behavioral Focus
- Basic Human Subjects - Biomedical & Social & Behavioral Focus
- Biosafety / Biosecurity
- Good Clinical Practice
- Health Information Privacy and Security (HIPS)
- Laboratory Animal Welfare
- Responsible Conduct of Research
- Refresher Course - Biomedical Research
- Refresher Course - Social and Behavioral Research
- Other

STEP 7: SELECT CURRICULUM

The CITI software is used by TAMIU for human subjects, animal subjects, biosafety and responsible conduct of research training. The responses to the questions below result in specific courses being assigned to you.

Question 1. You must select an answer as appropriate for your research or role in research, as a choice must be made. Most select “Social & Behavioral Research Investigators” but if you are doing human subject research and biosafety research, then select the first choice, “Biomedical research investigators” to get correct human subjects course assigned to you.

Question 1

If this is your first time taking a CITI course at Texas A&M International University, 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.
- Students conducting no more than minimal risk research
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- I work with the LabAnimal.
Please go to question 2.

Question 2. Skip unless you work with animals, in that case fill out as appropriate.

Question 2

Do you conduct studies that use Lab animals?

1. If YES, then you must complete 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.
- If you are an IACUC Community Member you are required to complete the "IACUC Community Member" course now.

Choose the appropriate species specific electives depending on your work or interests.

- 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.
- I work with Frogs, Toads or other Amphibians
- I work with Mice. Family: Muridae Cricetidae
- I work with rats. Genus: Rattus
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Fish
- I work with Rabbits, Family: Leporidae
- Working With Animals In Biomedical Research - Refresher Course

Question 3. Either select the Responsible Conduct of Research Course that is appropriate for your field of study or “not at this time”.

Responsible Conduct of Research

Please make your selection below to receive one of 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 4. Either select the Responsible Conduct of Research Refresher Course that is appropriate for your field of study or “not at this time”.

Please make your selection below if you wish to enroll in a Responsible Conduct of Research Refresher course.

Choose one answer

- Responsible Conduct of Research Refresher for Biomedical Researchers
- Responsible Conduct of Research Refresher for Social, Behavioral, and Education (SBE) Researchers
- Responsible Conduct of Research Refresher for Physical Science Researchers
- Responsible Conduct of Research Refresher for Humanities Researchers
- Responsible Conduct of Research Refresher for Engineers
- Not at this time.

Question 5. Not sure why there isn't a Question 5, don't worry about it.

Question 6. If applicable, select the Biosafety Course(s) appropriate for your research or requirements or role in research or “not at this time”. Principal Investigators needing to complete a biosafety course should take the “Basic Biosafety Training”.

Biosafety/Biosecurity

Please make your selection(s) below to enroll the Biosafety/Biosecurity Course.

Choose all that apply

- Introduction to Biosafety
- Biosafety Officer Training
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Human Gene Transfer Trials
- Nanotechnology
- Institutional Biosafety Committee Member
- Dual Use Research of Concern (DURC)
- USDA Permits
- Not at this time.

Question 7. Essentials of Grant Proposal Development (EGPD)
Optional course- select your answer.

Question 7

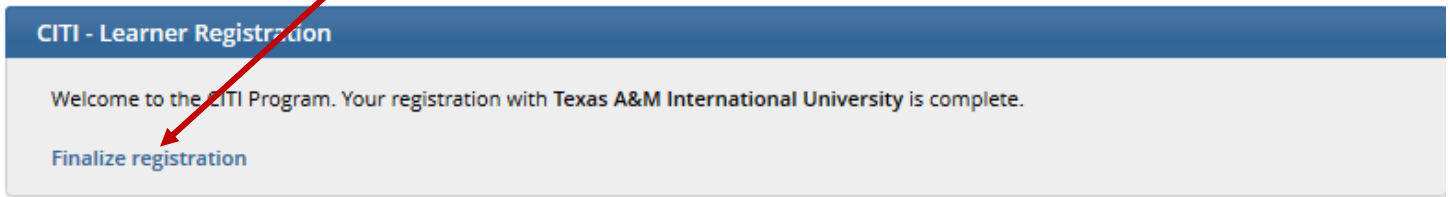
Essentials of Grant Proposal Development (EGPD)
Would you like to take the Essentials of Grant Proposal Development course?

Choose one answer

Yes

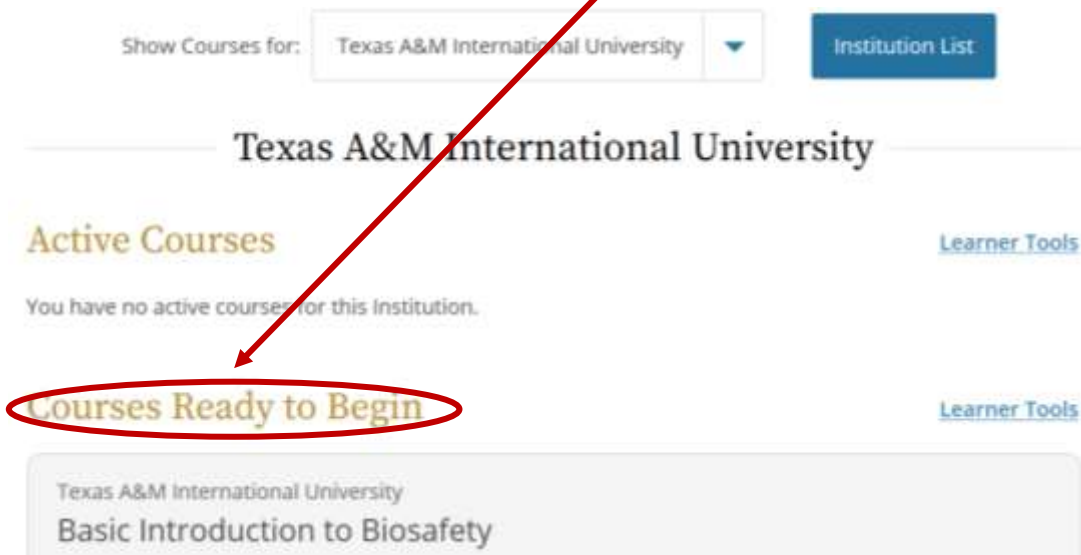
No

After answering the questions, click on “complete registration” and you should now see and click on “finalize registration”.

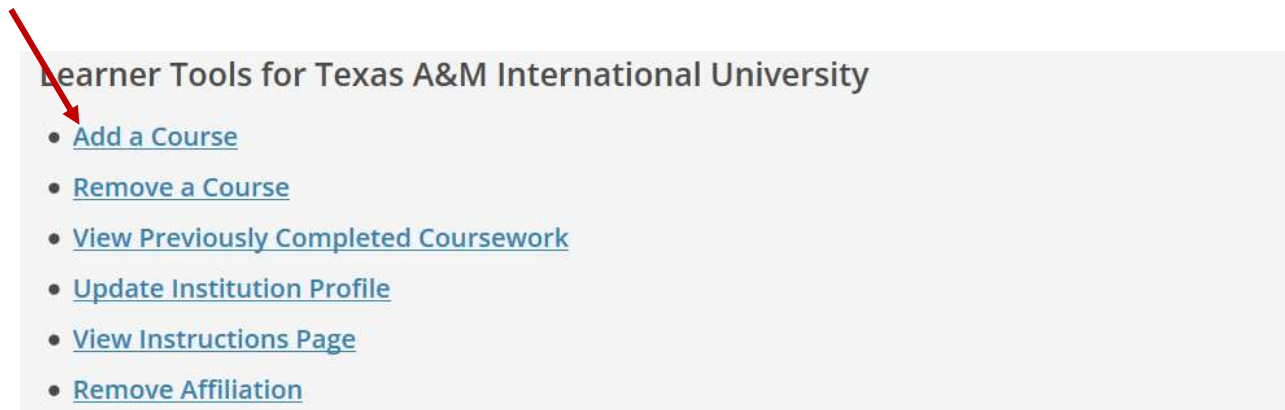


STEP 8: MAIN COURSES

You should now be at the main menu and see the course(s) you registered for



If you don't see a course you need to take, scroll to the bottom of the webpage and click on "Add a Course" and follow instructions as described in STEP 7.

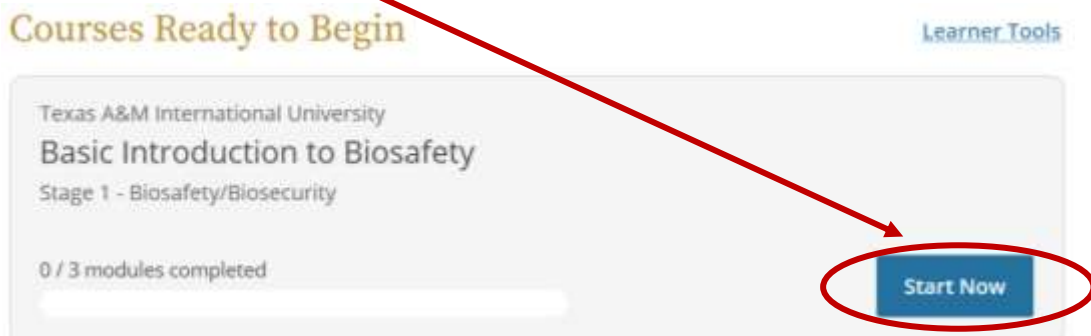


NOTE: You can complete a course in multiple sessions - it doesn't have to be all at once. IRB, IACUC and IBC trainings are good for 3 years. Responsible Conduct of Research Training is good for 4 years.

If you sign up for the “refresher” courses, then the CITI program will email you a reminder when you are due to take refresher training. Otherwise training history for individuals will be checked by the respective compliance committee when protocols are submitted.

STEP 10: START THE COURSE

Click on the “start now” button to complete the courses.



Check the “Agree to Terms of Service” box and submit before starting the course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Then you can click on first training module and begin work on the course.

Required Modules

Complete all 3 required modules.

Use the  icon to view additional information for each row.

Modules	Score
Biosafety and Biosecurity (BSS) Introduction (ID 13987)	-  

If you have any problems setting up your account, registering for the courses, or forget your username/password please email grants@tamiu.edu

