

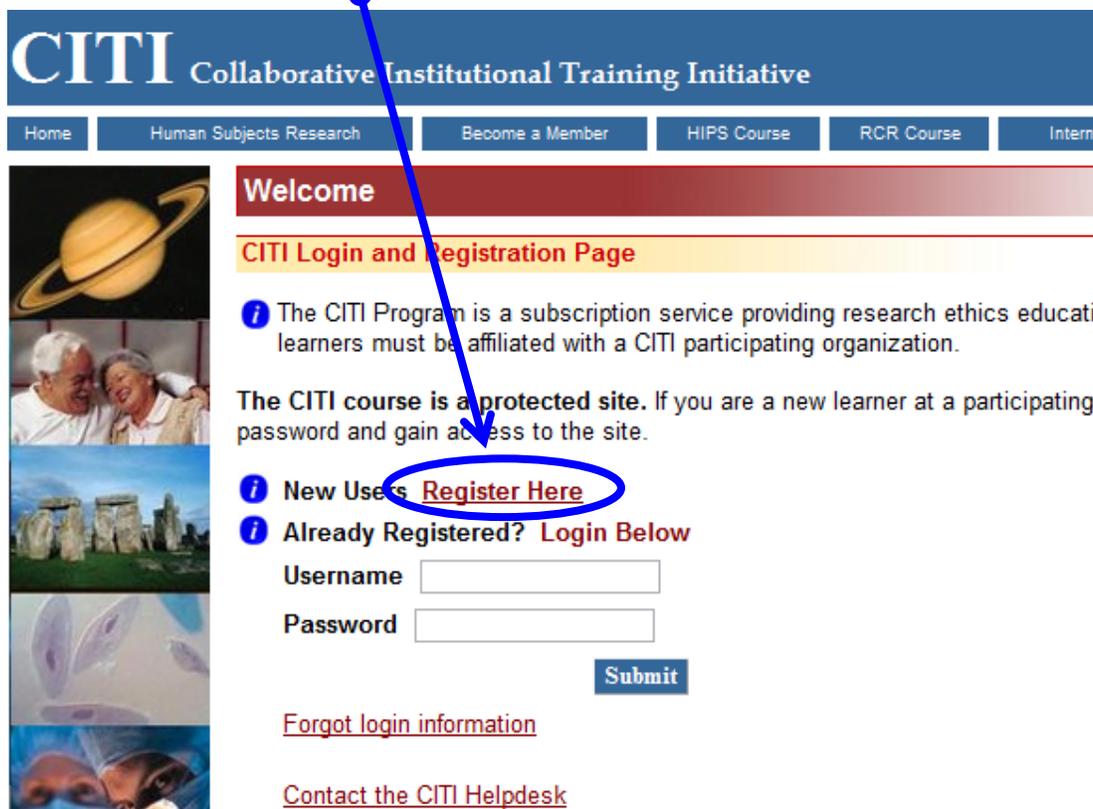
CITI TRAINING USER'S GUIDE FOR PRINCIPAL INVESTIGATORS

Step 1

Log on to www.citiprogram.org

Step 2

Click on "Register Here" to create username



CITI Collaborative Institutional Training Initiative

Home Human Subjects Research Become a Member HIPS Course RCR Course Intern

Welcome

CITI Login and Registration Page

i The CITI Program is a subscription service providing research ethics education. Learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization, you must create a username and password and gain access to the site.

i New Users **Register Here**

i Already Registered? **Login Below**

Username

Password

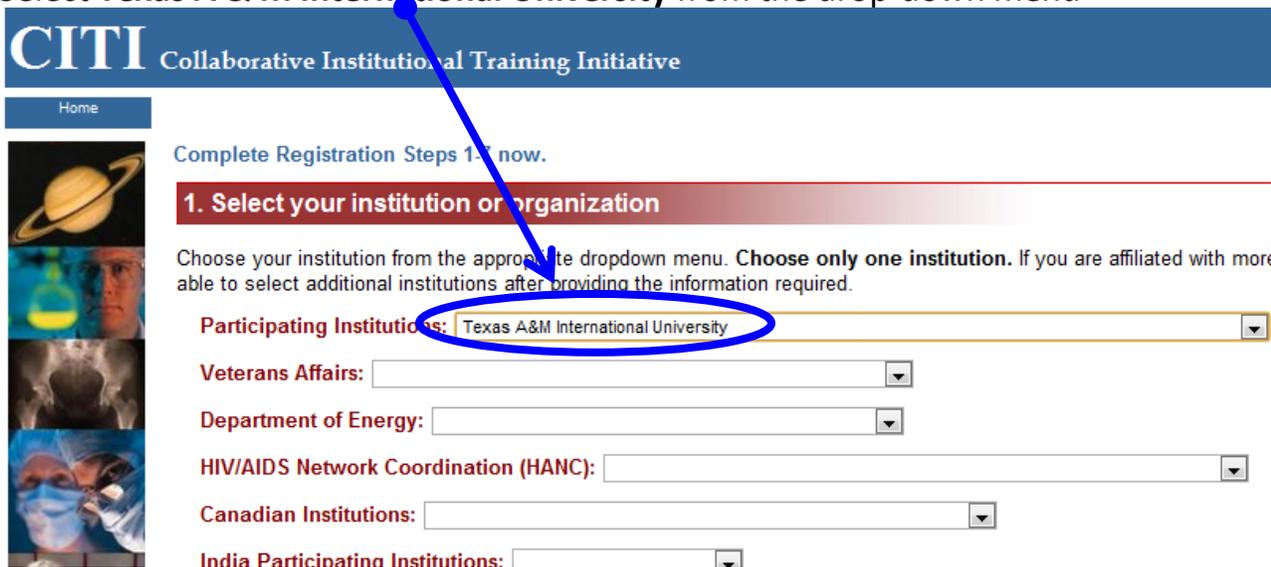
Submit

[Forgot login information](#)

[Contact the CITI Helpdesk](#)

Step 3

Select **Texas A & M International University** from the drop-down menu



CITI Collaborative Institutional Training Initiative

Home

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:

Step 4

Fill in the rest of the form and click **“Submit”**

8. Course Survey (required)

May we contact you to complete a course survey?

Yes No

Submit **Cancel**

Step 5

1. If you are a student principal investigator, enter your faculty mentor in the **"non-PhD field"**. If you are a faculty principal investigator, enter your last name in the **"non-PhD"**, there is a temporary problem right now where that field must be filled in or it will not let you register.
2. Select **“Principal Investigator”** for your role in human subject research
3. Depending on the research project, there are two options for which course you plan to take: **“Basic Human Subjects- Social Behavioral Focus”** or **“Basic Human Subjects- Biomedical & Social Behavioral Focus”**

Language Preference	English
* Institutional email address	
* Gender	
* Highest degree	
* non-PhD	 If you are a non-PhD person list your faculty mentor.
Employee Number	
Department	
* Role in human subjects research	Principal Investigator
Address Field 1	5201 University Blvd
Address Field 2	
Address Field 3	
City	Laredo
State	TX
Zip/Postal Code	78041
Country	USA
* Office Phone	
* Which course do you plan to take?	Basic Human Subjects - Biomedical & Social & Behavioral Focus

Step 6

Click "Submit"

	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"/>
	Which course do you plan to take?:	Basic Human Subjects - Social & Behavioral Focus
	Home Phone:	<input type="text"/>

Step 7

Depending on the research project, select "Biomedical Research Investigators" or "Social & Behavioral Research Investigators"

CITI Collaborative Institutional Training Initiative

Home

Select Curriculum - Texas A&M International University

1. If this is your first time taking a CITI course at Texas A&M International University, choose on below based on your role and the type of human subjects activities you will conduct. You will the Basic Course for that group.

Choose one answer

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for 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.

Step 8

If your research project does not involve lab animals, skip next question.

If your research is going to involve lab animals, go to:

<http://www.tamtu.edu/gradschool/grant/Training-Required.shtml>

Follow the instructions for additional training in use of animals



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.

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 Rabbits, Family: Leporidae
- Working With Animals In Biomedical Research - Refresher Course

Step 9

Selection and completion of the Responsible Conduct of Research (RCR) course is not a requirement for the TAMTU IRB and it may be optional for you.

If you have any questions about whether completion of one of the RCR courses below is required, please contact the Office of Research and Sponsored Projects at grants@tamtu.edu.

If you elect to complete this course, select the appropriate training for your field of study, and then click "Submit"

3. 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.

Submit

Cancel

Step 10

Click “Yes” if you want to affiliate with another institution



Select your institution or organization

You have registered with the following institution(s):

- ▶ Texas A&M International University

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.

Yes No

Click “No” if you don’t want to affiliate with another institution



Select your institution or organization

You have registered with the following institution(s):

- ▶ Texas A&M International University

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.

Yes No

Step 11

You should now be at the main menu page and see the course(s) you registered for listed under **"My Courses"**.

If you don't see a course you need to take, click on **"Add a Course"** and follow instructions as described above.

Texas A&M International University View [Texas A&M International University instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Social and Behavioral Responsible Conduct of Research, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available
Social/Behavioral Research Course, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available

Add a course or update your learner groups for Texas A&M International University

Texas A&M International University Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information for Texas A&M International University](#)
- [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 Texas A&M International University](#)
- [Remove my affiliation from Texas A&M International University](#)

Click on **"Enter"** to complete the courses (you can complete in multiple sessions - it doesn't have to be all at once). Training is good for 1 year and the program will email you a reminder when you are due to take it next year.

Texas A&M International University View [Vi](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports
Social and Behavioral Responsible Conduct of Research, Basic Course	Not Started - Enter	Not Earned
Social/Behavioral Research Course, Basic Course	Not Started - Enter	Not Earned

Add a course or update your learner groups for Texas A&M International University

Texas A&M International University Learner Utilities

If you have any problems getting set up to do the courses, please contact irb@tamiu.edu for assistance.