

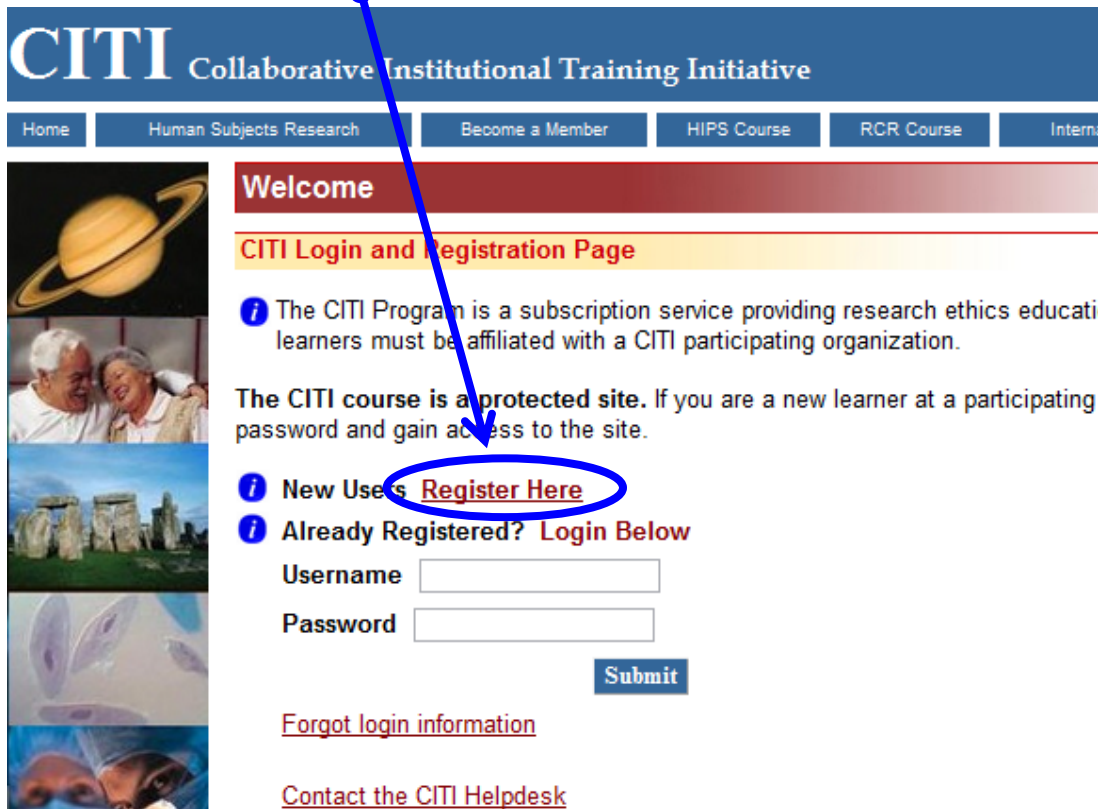
CITI TRAINING USER'S GUIDE FOR RESEARCH ASSISTANTS

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 obtain a username and password and gain access to the site.

i New Users **Register Here**

i Already Registered? **Login Below**

Username

Password

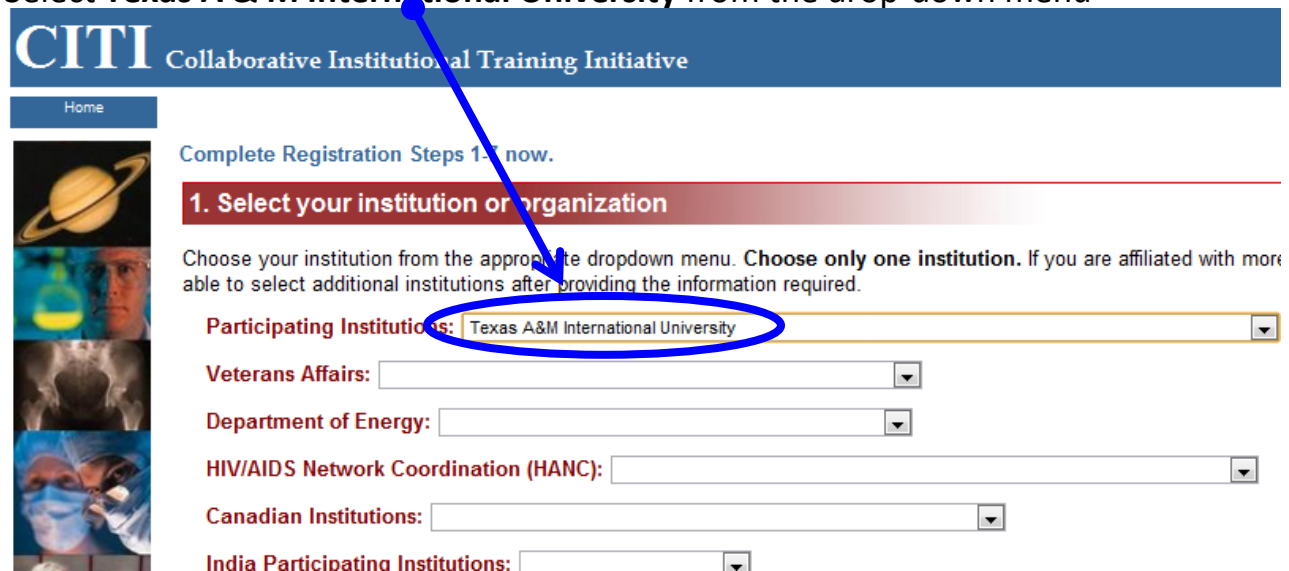
Submit

[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”**

7. Professional Certification - IRB and IACUC.

Attention: IRB and IACUC Coordinators, Staff Members, Chairs, Committee members and IOs.

WE NEED YOUR FEEDBACK. In order to better serve the research community, the CITI Program and PRIM&R (Public Responsibility In Medicine and Research) are planning a joint project to develop **study guides** for two (2) national professional certification exams:

- ▶ The “Certified IRB Professional” (CIP) exam.
- ▶ The “Certified Professional IACUC Administrator” (CPIA) exam.

For more information on these professional certification programs please see [Professional Certification Programs](#) (If you follow the link, close the new browser window to return here).

The study guides could be made available to you on line and/or in printed formats by August 1, 2012.

If these **study guides** were made available to you for a cost of \$75 each, would you be interested in purchasing this resource to aid in your preparation for the certification exams?

Choose one answer below

8. Course Survey (required)

May we contact you to complete a course survey?

☒ Yes ☐ No


Submit **Cancel**

Step5

Select **“Research Assistant”** for your role in human subject research


Depending on the research project, there are two options for which course you plan to take:

1. “Basic Human Subjects- Social Behavioral Focus”
2. “Basic Human Subjects- Biomedical & Social Behavioral Focus”

	Department:	
* Role in human subjects research:	Research Assistant	
Address Field 1:		
Address Field 2:		
Address Field 3:		
City:		
State:		
Zip/Postal Code:		
Country:		
* Office Phone:		
* Which course do you plan to take?	Basic Human Subjects - Social & Behavioral Focus	
Home Phone:		

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 "Students conducting no more than minimal risk research"

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 one below based on your role and the type of human subjects activities you will conduct. You will take 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 TAMU IRB and it may be optional for you.

You need to check with your supervisor on the IRB project that you intend to be working on, to verify whether completion of one of the RCR courses below is required.

If completion of a RCR course is required or if you voluntarily elect to do this course, select the appropriate training for your field of study.

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.

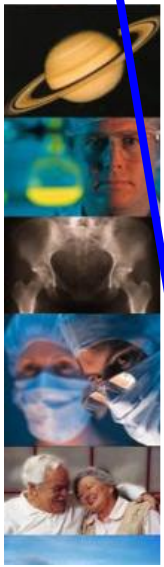
Choose one answer

- ☐ 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](#)

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.