

CITI Training: Complete Required Course

Login

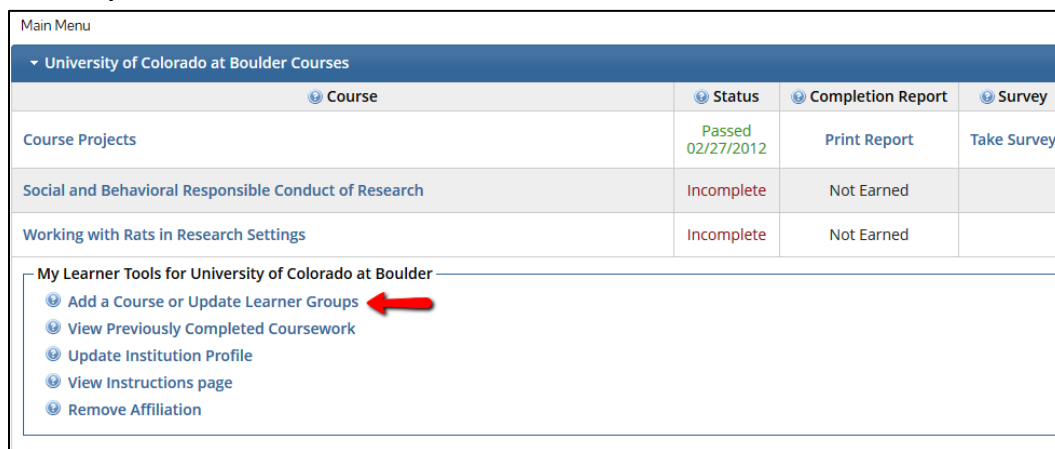
1. Go to <https://citiprogram.org> and login with your credentials. If you do not remember your credentials, contact [CITI support](#).

Verify and Complete Course

2. After you have logged in, you will be on the Main Menu screen. Verify that the listed course is either the **Biomedical Research Investigators and Key Personnel** course or the **Social Behavioral Research Investigators and Key Personnel** course – whichever is appropriate for your type for research.

These are the ONLY courses that are accepted for IRB approval. NONE of the Responsible Conduct of Research courses satisfy the IRB training requirement.

- A. If the correct course **is not** listed, click the **Add a Course or Update Learner Groups** link in the **My Learner Tools for University of Colorado at Boulder** box.



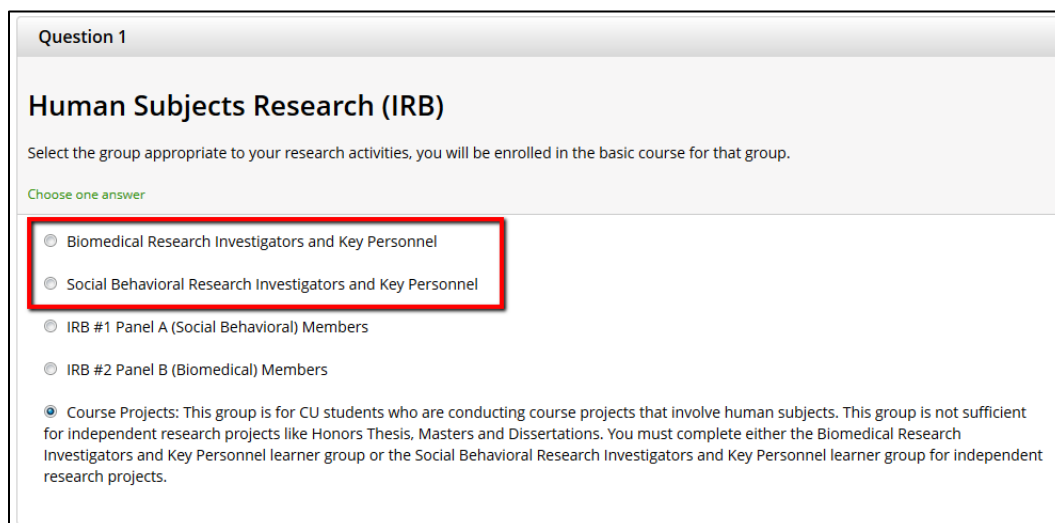
The screenshot shows the 'Main Menu' interface. At the top, there is a 'University of Colorado at Boulder Courses' section with a table listing courses and their completion status. Below this is a 'My Learner Tools for University of Colorado at Boulder' section with several links. A red arrow points to the 'Add a Course or Update Learner Groups' link.

Course	Status	Completion Report	Survey
Course Projects	Passed 02/27/2012	Print Report	Take Survey
Social and Behavioral Responsible Conduct of Research	Incomplete	Not Earned	
Working with Rats in Research Settings	Incomplete	Not Earned	

My Learner Tools for University of Colorado at Boulder

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

Under **Question 1: Human Subjects Research (IRB)** select either the **Biomedical Research Investigators and Key Personnel** course or the **Social Behavioral Research Investigators and Key Personnel** course, and click the **Submit** button. You will return to the Main Menu screen.



The screenshot shows the 'Question 1' screen titled 'Human Subjects Research (IRB)'. It asks the user to select the group appropriate to their research activities. There are four radio button options. The first two options are highlighted with a red box: 'Biomedical Research Investigators and Key Personnel' and 'Social Behavioral Research Investigators and Key Personnel'.

Question 1

Human Subjects Research (IRB)

Select the group appropriate to your research activities, you will be enrolled in the basic course for that group.

Choose one answer

- Biomedical Research Investigators and Key Personnel
- Social Behavioral Research Investigators and Key Personnel
- IRB #1 Panel A (Social Behavioral) Members
- IRB #2 Panel B (Biomedical) Members
- Course Projects: This group is for CU students who are conducting course projects that involve human subjects. This group is not sufficient for independent research projects like Honors Thesis, Masters and Dissertations. You must complete either the Biomedical Research Investigators and Key Personnel learner group or the Social Behavioral Research Investigators and Key Personnel learner group for independent research projects.

CITI Training: Complete Required Course

- Once the correct course is listed on the Main Menu screen, click on the course name to open the course and complete the modules.

The screenshot shows the CITI Program Main Menu. At the top, there is a header with 'English', 'Text size: A A', and 'Tutorial Account ID: 2846842 | Log Out | Help'. Below the header is the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar for the Knowledge Base is also present. The main menu includes links for 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', and 'Support'. Under the 'Main Menu' section, there is a dropdown for 'University of Colorado at Boulder Courses'. A table lists courses with columns for 'Course', 'Status', 'Completion Report', and 'Survey'. The course 'Biomedical Research Investigators and Key Personnel' is highlighted with a red arrow pointing to its name. Below the table, there are 'My Learner Tools for University of Colorado at Boulder' including 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. A link at the bottom says 'Click here to affiliate with another institution'.

Course	Status	Completion Report	Survey
Biomedical Research Investigators and Key Personnel	Incomplete	Not Earned	

Print Completion Report

- Once you have successfully completed all of the modules, return to the Main Menu screen. In the table, you will now see a **Print Report** link under Completion Reports column. Click on the link to save a copy of your completion report to your computer.

The screenshot shows the CITI Program Main Menu with the course 'Biomedical Research Investigators and Key Personnel' now completed. The status is 'Passed 06/26/2012'. The 'Completion Report' column now contains a 'Print Report' link, which is highlighted with a red arrow. The 'Survey' column contains a 'Take Survey' link. The other two courses, 'Social and Behavioral Responsible Conduct of Research' and 'Working with Rats in Research Settings', remain 'Incomplete' and 'Not Earned'.

Course	Status	Completion Report	Survey
Biomedical Research Investigators and Key Personnel	Passed 06/26/2012	Print Report	Take Survey
Social and Behavioral Responsible Conduct of Research	Incomplete	Not Earned	
Working with Rats in Research Settings	Incomplete	Not Earned	