

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-

CITI Collaborative Institutional Training Initiative

Home | About Us | Become a Member | HPS Course | RCR Course | International Course Site | Lab Animal Course | FAQ | Idioms

Welcome

CITI Login and Registration Page

The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, 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 register to create your own username and password and gain access to the site.

New Users [Register Here](#)

Already Registered? Login Below

Username

Password

[Forgot username or password?](#)

To ensure that all users enjoy rapid response times, access is temporarily limited to 1500 concurrent users. As learners log off others will be permitted to log on. **There are currently 406 users logged in to the site.**

Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 5.0 or later or Firefox ver. 1.5 or later.

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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.

CITI Collaborative Institutional Training Initiative

Resources | Main Menu | Select Language | Logoff

Main Menu

This is the email address we have for you. If this is not correct, please [edit or change your email address](#) now.

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 the institution's coursework requirements (see below).

[Affiliate with another institution](#) | [Change login information](#) | [CME/CEU credits](#)

Department of The Navy | [View Department of The](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	Voluntary
Senior Navy and Command Leadership - Biomedical, Basic Course	Not Started - Enter	Not Earned	Not

Add a course or update your learner groups for Department of The Navy

Department of The Navy Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information for Department of The Navy](#)
- [Previous Coursework](#) Completed
- [CME/CEU credits for Good Clinical Practice coursework](#)
- [Remove my affiliation from Department of The Navy](#)

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]

CITI Course Registration

Home

Complete Registration Steps 1-4 now.

1. Select your institution or organization

Choose your institution from the appropriate drop-down menu. **Choose only one institution.** If you are affiliated with more than one institution, you may be able to select additional institutions after providing the information required.

Participating Institutions:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

2. Select 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".

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. Enter your name

First Name:
(100 characters maximum)

Last Name:
(100 characters maximum)

4. 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)

[Home](#) | [CME/CEU](#) | [Copyright and Disclaimer](#) | [About Us](#) | [Acknowledgements](#) | [Contact Us](#)

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

Complete the remaining items

Click the "Submit" button after entering the required information

-MEMBER INFORMATION-

CITI Course Registration

Home

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

* Gender:

* YOUR COMMAND:
You must enter your Command from the list.

Employee Number:

* Department:

* Highest degree:

* What is your role in research?:

Address Field 1:

Address Field 2:

Address Field 3:

City:

State:

Zip/Postal Code:

Country:

* Office Phone:

Home Phone:

* May we re-contact you to complete a course survey?:
CITI conducts new research surveys every 6-8 months to determine how learners use the course site and whether the Federal educational mandate is producing the intended result. We would like you to help us in the program evaluation.
Enter **YES** if we may contact you sometime in the future to request your participation in a survey study. Enter **NO** if you do not want to participate in a future study.

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

“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’).

Click the “Submit” button after entering the required information

-TYPE OF RESEARCH-

CITI Collaborative Institutional Training Initiative

Home

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 "REVIEW IRB RESOURCE MATERIALS".

-RESEARCH FOCUS-

CITI Collaborative Institutional Training Initiative

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
- Training Rural Area

Start Over | **Next Question** | Cancel

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

Click the "Next Question" button after making your selection

-INITIAL OR REFRESHER TRAINING-

CITI Collaborative Institutional Training Initiative

Resources | Main Menu | Select Language | Logoff

Select Curriculum - Department of The Navy

Are you taking the "Initial" or "Refresher" training for Social and Behavioral Sciences?

Choose one answer

- Initial
- Refresher

Next | Start Over

If you are taking this course for the Department of the Navy for the first time, select "Initial." If you need to update a CITI training taken previously for the Dept. of the Navy, select "Refresher."

Click the "Next" button after making your selection

-SELECT CURRICULUM- (Role in Research)

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 Division 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

-SELECT CURRICULUM- (CITI Good Clinical Practice)

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 Prácticas Clínicas 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)

CITI Collaborative Institutional Training Initiative

[Announcements and Frequently Asked Questions \(FAQ\)](#) [Main Menu](#) | [Select Language](#) | [Logoff](#)

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

-SELECT CURRICULUM-
(IRB Reference Resource materials)

CITI Select Curriculum

[Home](#)

Select Curriculum - Department of The Navy

Do you want to review the IRB Reference Resource materials.

Choose one answer

- YES
IRB Reference Resource: All CITI Biomedical and SBR modules are available for ongoing use or reference in this Learner Group. If you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you must enroll in one of the Learner Groups listed above to receive "credit" for the course. You may change your Learner Group status later to "IRB Reference Resource" to review all available CITI modules.
- NO - Perhaps some other time.

Start Over **Next Question** **Cancel**

We suggest choosing "No-Perhaps some other time" to avoid being presented with several optional modules.

Click the "Next Question" button after making your selection

-AFFILIATE WITH ANOTHER INSTITUTION-

CITI Collaborative Institutional Training Initiative

Home



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.

Yes No

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-

CITI Select Curriculum

Home



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).

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

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

-LEARNER'S MENU-

Learner's Menu

- This is the email address we have for you: johndoe@yahoo.com . If this is not correct, please [edit or change your email address](#) now.
- 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 username or password](#) | [CME/CEU credits](#)

Department of The Navy (ID: 572) [View Department of The Navy](#)

Your responses to the **Department of The Navy** enrollment question(s) have established the courses shown immediately below complete. If this is *incorrect* use the "Add a course or update your learner group" link below to return to the enrollment questions.

My Courses	Status	Completion Reports	Voluntary Satisfaction
Human Research	Enter	Enter	Completed

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

Department of The Navy Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information for Department of The Navy](#)
- [Previous Coursework Completed](#)
- [CME/CEU credits for human subjects protection coursework](#)

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-

CR# 4382045: Investigators and Key Research Personnel - Biomedical 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
complete The Integrity Assurance Statement before beginning the course	
Belmont Report and CITI Course Introduction	Incomplete
Department of The Navy Introduction	Incomplete
History and Ethics for Biomedical Investigators	Incomplete
Defining Research with Human Subjects - SBR	Incomplete
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete
Informed Consent	Incomplete
Privacy and Confidentiality - SBR	Incomplete
Social and Behavioral Research for Biomedical Researchers	Incomplete
Records-Based Research	Incomplete
Genetic Research in Human Populations	Incomplete
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete
Internet Research - SBR	Incomplete
Group Harms: Research With Culturally or Medically Vulnerable Groups	Incomplete
FDA-Regulated Research	Incomplete
Hot Topics	Incomplete
Conflicts of Interest in Research Involving Human Subjects	Incomplete
Department of the Navy HRPP Module	Incomplete
Department of The Navy - Information and References	Incomplete

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-

CITI Collaborative Institutional Training Initiative

Resources
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Assurance Statement

At the request of your institution, The CITI Program has provided this Research Ethics Course for you. It is designed to meet institutional policies and federal mandates for ethics training and education (e.g., Lab animal welfare, protection of human research subjects, GCP, HIPAA, and the Responsible Conduct of Research). Your institution uses the CITI Program courses to:

- Meet the federal mandate for instruction as a condition of federal funding.
- Satisfy institutional policies regarding training, as a condition before conducting human subjects or research with lab animals.
- Satisfy other institutional policies.

Your institution takes its policy requirements very seriously and clearly expects that:

1. You will complete this course appropriately and with the highest level of professional integrity.
2. You will neither provide nor receive quiz question answers from others.
3. The person who actually completes the course, is the person listed at the top of the Main Menu and on the Course Completion report that is automatically submitted to your compliance office or IRB, when all requirements are met. In other words, that you will not complete a course for someone else.

Please remember that:

- Completing a CITI course for someone else (colleague or supervisor) is not only unethical, but, could be considered falsification of the research record.
- Falsification and fabrication are fraudulent and are contrary to your institutional policies.
- If you receive federal funds, fabrication and falsification are considered to be research misconduct by The Office of Research Integrity (ORI), DHHS.

Please understand that:

- Fraud and Research Misconduct reflect on your integrity and professionalism.
- Allegations of fraudulent behavior would require an institutional investigation and if confirmed, would precipitate institutional actions that could include **disciplinary action, reporting to the sponsor and termination of your employment**.
- CITI keeps a full log of account usage (e.g., computer IP addresses, login times, time spent in each module, number of quiz attempts, etc.) that can be made available to your institution upon formal request.

Thus, if you are asked to complete a CITI Program course for someone else or if you provide or receive quiz question answers:

- **Don't do it unless**, you have explicit written permission from your IRB or compliance official
- Don't put your employment, academic status and reputation at risk!

Select the appropriate statement then click the Submit button:

I attest that I have read and understand the above statement. I attest that I am the person listed at the top of this page and I assure that I will complete the required ethics course work with the highest degree of integrity and professionalism.

I attest that I have read and understand the above statement. I am NOT the person listed above, and would like to confidentially provide information before continuing with the course.

I attest that I have read and understand the above statement. I am NOT the person listed above, and would like to continue with the course. I understand that my activities may be considered fraudulent and that this course will be flagged by the software and my institution will be notified.

Submit

Select the appropriate response to the question, then click "Submit"

-GRADEBOOK- (Next required module)

CITI Collaborative Institutional Training Initiative

Resources
Main Menu | Select Language | Logout

CR# 4382045: Investigators and Key Research Personnel - Biomedical 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, Belmont Report and CITI Course Introduction.

Required Modules	Date Complete	Score
▶ Belmont Report and CITI Course Introduction	Incomplete	
Department of The Navy Introduction	Incomplete	
History and Ethics for Biomedical Investigators	Incomplete	
Defining Research with Human Subjects - SBR	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete	
Informed Consent	Incomplete	
Privacy and Confidentiality - SBR	Incomplete	
Social and Behavioral Research for Biomedical Researchers	Incomplete	
Records-Based Research	Incomplete	
Genetic Research in Human Populations	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Internet Research - SBR	Incomplete	
Group Harms: Research With Culturally or Medically Vulnerable Groups	Incomplete	
FDA-Regulated Research	Incomplete	
Hot Topics	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Incomplete	
Department of the Navy HIRPP Module	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-

CITI Collaborative Institutional Training Initiative

Resources Main Menu | Select Language | Logoff

[Este módulo está disponible en español.](#)

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.

Tips For Viewing the modules

Some people have difficulty reading materials on the computer screen. There are a few things that can and should be done to optimize the viewing experience. Follow the link to review our [Suggestions For Reviewing The CITI Modules](#).

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](#).* Click the link in 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.

Revised 11-4-07

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](#)

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.

- If you need to logout 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 logoff 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 completing 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.