

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.

PLEASE NOTE:

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.

If you have any questions, please contact the HRPP office at hrppoffice@usna.edu or #410-293-2533.

Please submit your completed training report to the HRPP office electronically or fax #410-293-2507.

-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 | Idioma

Welcome

CITI Login and Registration Page

i 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.

i **New Users** [Register Here](#)

i **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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1. Click New Users
“Register Here”

-SELECT YOUR INSTITUTION OR ORGANIZATION-

[Home](#)

Complete Registration Steps 1-4 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:

HIVAIDS Network Coordination (HANC):

Select "Department of the Navy" from drop-down menu

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:

Choose a username and password unique to you. Be sure to remember this for future reference and information

3. Enter your name

First Name:
(100 characters maximum)

Last Name:
(100 characters maximum)

Enter your first and last name

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)

Enter your preferred email address.
Entering a Secondary Email is optional.

Click the "Submit" button after entering the required information

-LEARNER 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. If you are an extramural performer select 'DON Extramural Performer'.

"Department":
Type the name of your department. If you are an extramural performer type 'Extramural Performer'.

"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

-RESEARCH FOCUS-

CITI Select Curriculum

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

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

NOTE: If your research involvement is with **both** Social/Behavioral and Biomedical, choose "**The Biomedical Sciences.**" The modules in the BIO track include components of S/B research.

Click the "Next Question" button after making your selection

-TYPE OF RESEARCH-

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.

Select the appropriate response(s) to the questions.

[Next Question](#) | [Cancel](#)

Click the "Next Question" button after making your selection(s)

-ROLE IN RESEARCH-

[Home](#)

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 my Focus is Biomedical
- Senior Navy and Command Leadership - SBR: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Research (CNR) and Command Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-In-Charge (OICs) **Social and Behavioral Research Focus.**
- Directors, Chairs and Managers - SBR: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors, 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, sub-investigators, site investigators, medical monitors or other key personnel who are responsible for designing and conducting human subjects 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 I - SBR: DON-Supported Extramural Performers - Social and Behavioral Research Focus
Your Institution Does Not Have Training Requirements.
- DON-Supported Extramural Performers II - SBR: DON-Supported Extramural Performers II - Social and Behavioral Research Focus
Your Institution Uses CITI For Their Training Requirements
- DON-Supported Extramural Performers III - SBR: DON-Supported Extramural Performers - Social and Behavioral Research Focus
Your Institution's Training is Not Equivalent to DON Requirements or to The CITI's Requirements.

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").

[Start Over](#) | [Next Question](#) | [Cancel](#)

Click the "Next Question" button after making your selection

-CITI GOOD CLINICAL PRACTICE-

CITI Select Curriculum

Home

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 Practicas Clinicas 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

-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 Question" button after making your selection

-REVIEW IRB 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

Select your answer by clicking in the appropriate circle. "Learner Group" refers to the role you selected on the "Role in Research" screen.

Click the "Next Question" button after making your selection

*NOTE: 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.

-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.

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.

-LEARNERS MENU-

CITI Collaborative Institutional Training Initiative

Announcements and Frequently Asked Questions (FAQ) | Main Menu | Select Language | Logoff

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 (p. 572) | View Department of The Navy [instructions page](#)

Your responses to the **Department of The Navy** enrollment question(s) have established the courses shown immediately below for you to 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 Survey
Human Research	Enter	Print	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 the CITI training requirements.

-HUMAN RESEARCH GRADEBOOK-

CITI Collaborative Institutional Training Initiative

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

Human Research Gradebook

Take the next required module, [Belmont Report](#) and [CITI Course Introduction](#).

Required Modules	Date
▶ Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete
Department of The Navy Introduction (ID: 1663)	Incomplete
History and Ethical Principles - SBR (ID: 490)	Incomplete
Defining Research with Human Subjects - SBR (ID: 491)	Incomplete
The Regulations and The Social and Behavioral Sciences - SBR (ID: 502)	Incomplete
Assessing Risk in Social and Behavioral Sciences - SBR (ID: 503)	Incomplete
Informed Consent - SBR (ID: 504)	Incomplete
Privacy and Confidentiality - SBR (ID: 505)	Incomplete
Records-Based Research (ID: 5)	Incomplete
Research With Protected Populations - Vulnerable Subjects: An Overview (ID: 7)	Incomplete
Research with Prisoners - SBR (ID: 506)	Incomplete

To Begin:
Click the link "[Take the next required module](#)" at the top of the screen

The bottom portion of the screen shows your required learning modules, based on how you answered the previous questions.

-CITI INTRODUCTION-

CITI Collaborative Institutional Training Initiative

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

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 this course site.

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](#).* Close 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.

You are encouraged to review the **Announcements and FAQ** (see link in the page header) before beginning the course.

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Take the Quiz

[Take the quiz for Belmont Report and CITI Course Introduction](#)
Go to the Main Menu

[Home](#) | [CME/CEU](#) | [Copyright and Disclaimer](#) | [About Us](#) | [Acknowledgements](#) | 5

To read information pertaining to the specific module, click any links listed on the screen.

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.

-MODULE QUIZ-

Module Quiz

Click the link below to generate a quiz. **Click the link only once.** It may take up to a minute to load the quiz.

[Click here to generate the quiz for Benchmark Report and CITI Course Introduction.](#)

Click the link "[Click here to generate the quiz...](#)"

After completing each quiz, you will be given several options, including an option to proceed to the next learning module.

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.

Further notes:

- Completing all modules will take approximately 4-6 hours. If you exit in the middle of a module or before continuing on to the next module, you may not get credit for completing the module.
- After completing all required modules, return to **Learners Menu** to view and print your Completion Report.
 - If you have any questions, please contact Ms. Erin Johnson at ejohnson@usna.edu or #410-293-2533. Please submit your completed training report to Ms. Johnson electronically or fax #410-293-2507.
- CITI modules taken for another institution will apply toward completion of the Navy course if they are identical to those required by Navy. If some completed modules show as incomplete in your grade book, one or more of the following is true:

- Your quiz scores do not meet Navy standards (80%): Retake quizzes for higher scores.
- Your completed modules are not versions identical to those required by Navy: Take modules required by Navy.
- Your modules were taken too long ago and you are due for recertification: Repeat modules to reset completion date.
- 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.

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