Instructions for Registering for CITI and accessing the SBR student course
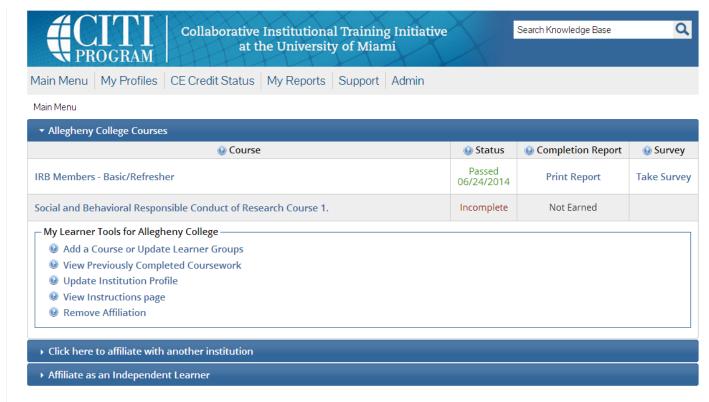
If you are a student who is not involved in design of a research study, but rather are assisting in the collection of information for an ongoing study, these are the correct instructions to follow.

For folks who have not yet registered with CITI, please go to http://www.citiprogram.org, and then go to page 3 of this document. If you are relatively comfortable filling out online questionnaires, and you do not need help in negotiating them, you can go to page 9 of this document.
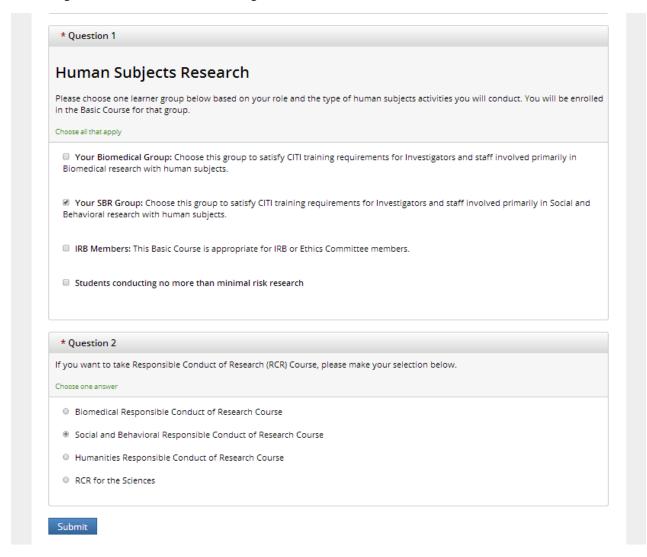
For folks who are already registered with CITI, please log onto the site at http://www.citiprogram.org.

When you do so you will see a screen that looks something like the one below:
The courses listed reflect the choices you made when you first registered and answered Questions 1 and 2 regarding your learner group and the type of RCR course you would like to take. **NOTE**: for the IRB, the RCR courses are not required (Responsible Conduct of Research). For students who are only assisting with data collection, and not developing a research study, we only require that you complete the Students-Class Projects Module.

If one of the courses you see listed on this page is titled: Students-Class Projects Module, and you have completed the course within the past 3 years, you are fine to participate in collecting data for a research study. If that course is not listed, click on the link for Add a Course or Update Learner Group. That will take you back to the Questions 1 and 2, which will look like what is shown on page 2:

* Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

☐ **Your Biomedical Group:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

☑ **Your SBR Group:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

☐ Students conducting no more than minimal risk research

* Question 2

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

○ Biomedical Responsible Conduct of Research Course

◉ Social and Behavioral Responsible Conduct of Research Course

○ Humanities Responsible Conduct of Research Course

○ RCR for the Sciences

Submit

Under question 1 select Students conducting no more than minimal risk research, and under Question 2 (which requires an answer) select any of the choices (since when the next screen comes up, you can ignore the RCR courses for the IRB purposes). Click on the Submit button, and the new screen that appears will look like the one on page 1, but will now include the Students-Class Projects course listed. This is the only one that needs to be completed if you are a student who is assisting in the collection of data for a project developed by someone else.
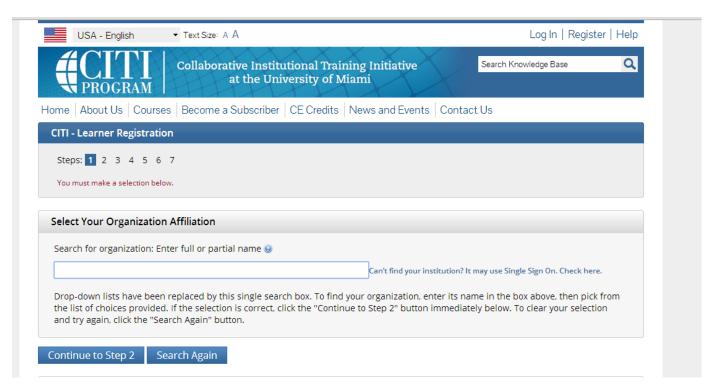
The modules for this course are shown on page 10 of this document.

1. Begin by bringing up the CITI home page in your browser, using the following URL.
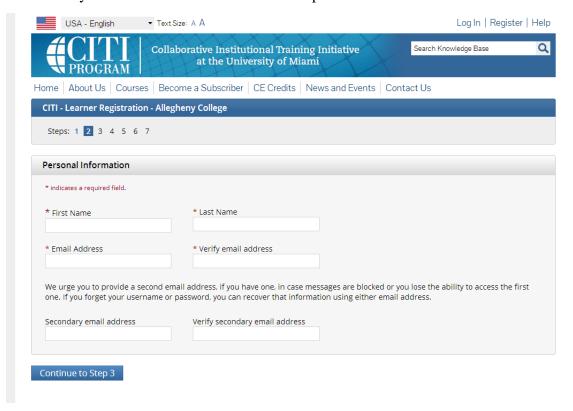 http://www.citiprogram.org.

2. Click on **Register** (under the words Create an Account). You will be taken to a new page. Proceed to step 3.
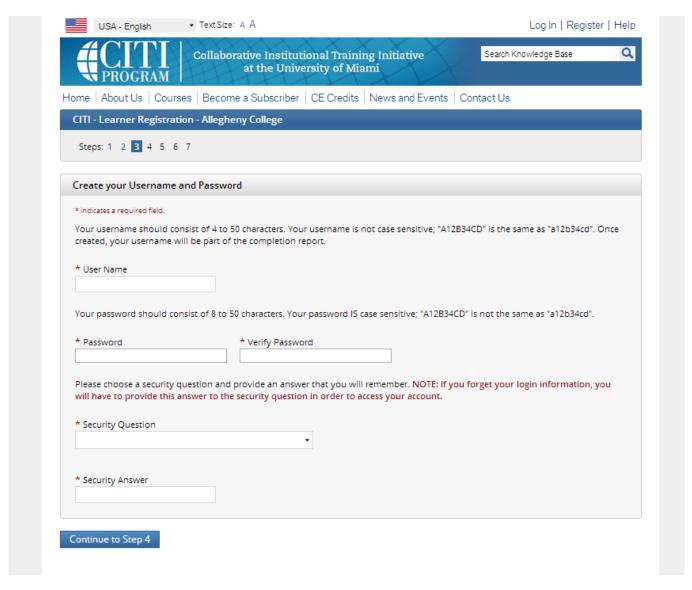
3. On the new page, start typing in Allegheny College, and when you have a sufficient amount typed, it will fill the name in for you. When filled in, click on the Continue to Step 2 button. Continue with the instructions step 4 below.
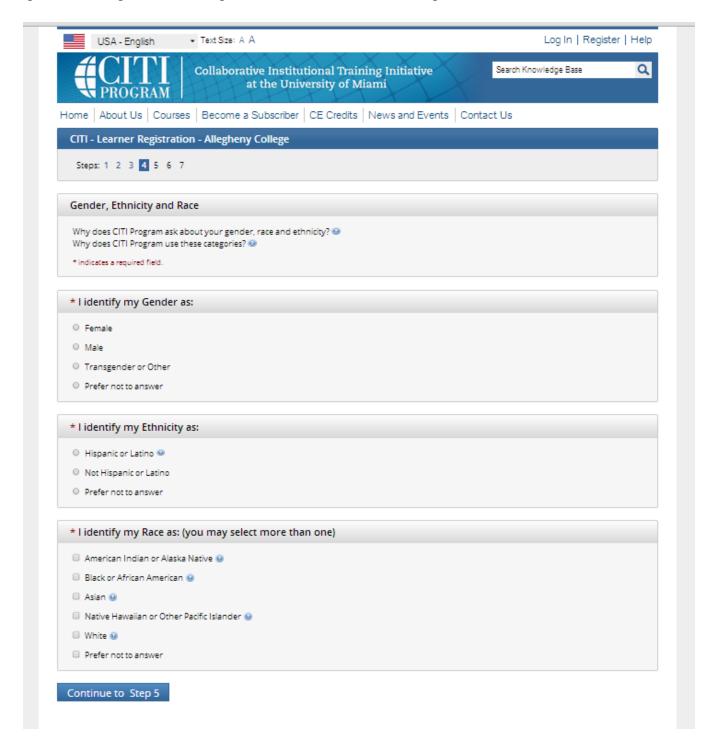

4. The next page (shown below) asks you to include your name and Allegheny College email, and if you have one, a second email address. Required information is marked by a red asterisk. Once you have filled in this information you should click the Continue to Step 3 button.

4

5. The next page asks you for a username and password. You do not need to use the same username or password as for your Allegheny College accounts, but it is a good idea for you to write down the information for future records, although, with the correct info your username and password can be retrieved. This is the purpose of asking you a security question. There are a series of questions, you are asked to select one and then give a response. Then, you should click on the Continue to Step 4 button.

6. At this step, there are a variety of questions, and while all have a red asterisk, you can choose, for each question, the response Prefer not to answer, or, if you wish, you can answer all the questions. Once you have provided a response for each question, click on Continue to Step 5.

Hang in there, you are almost finished with this part.

7. The next page ask if you are taking the courses for credit, and since this is not an option at Allegheny College, you will respond No. Then, you are required to answer the question of whether CITI can contact you, and the choice of this is up to you, but you need to select one of them. Now, click on Continue to Step 6.

8. Step 7 has a set of questions, and, as was the case previously, you only need to answer the questions with a red asterisk, which here are your institutional email address, your department, and your role in research. The role is research is a pull down menu so select the most appropriate choice. Once finished, click on Continue to Step 7.

9. At this step, you are at the last page, where you will indicate what curriculum fits your particular circumstance. For students who are not involved in the research design, but are only assisting in gathering data, we suggest you complete the Student Course. You should select the choice, Students conducting no more than minimal risk research for question 1 and any of the 4 for the second question, since, for the IRB purposes, we do not require that you complete the RCR courses.

Home	About Us	Courses	Become a Subscriber	CE Credits	News and Events	Contact Us

CITI - Learner Registration - Allegheny College

Steps: 1 2 3 4 5 6 **7**

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click here to review the Allegheny College instructions page.

* Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

☐ **Your Biomedical Group:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

☐ **Your SBR Group:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

☐ **Students conducting no more than minimal risk research**

* Question 2

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

○ Biomedical Responsible Conduct of Research Course
○ Social and Behavioral Responsible Conduct of Research Course
○ Humanities Responsible Conduct of Research Course
○ RCR for the Sciences

Complete Registration

9

Once you have answered both questions, you can complete your registration. It will then give you a couple of options based upon how you answered the questions. The option you should choose is the one called **Students-Class Projects**.

The modules you complete for this course are shown below.

Required Modules
Belmont Report and CITI Course Introduction (ID: 1127)
Students in Research (ID: 1321)
History and Ethical Principles - SBE (ID: 490)
History and Ethics of Human Subjects Research (ID: 498)
Allegheny College Courses (ID: 13375)

You do not have to complete the modules all at once. You are able to save your work and return to it later. To receive certification, you must have an overall score of 80%. You may retake a module as often as you wish. Once you have completed the certification, you will have the option of printing a certificate. CITI will notify the Allegheny administrator when you have been certified and the date of certification. Please note that individual scores and number of attempts will NOT be reported to the Allegheny administrator.