

## Collaborative Institutional Training Initiative (CITI)

TTU subscribes to the Collaborative Institutional Training Initiative (CITI) to provide training in the Responsible Conduct of Research, Animal Care and Use, Human Subjects, and Export Controls.

**Personnel on funded grants are required to complete training in the Responsible Conduct of Research (RCR).** Beginning July 1, 2015, this training must be completed through the CITI training modules.

The following pages provide a step-by-step guide through the registration process for CITI. Once registration is complete, please work through each module required in the course selected.

CITI Home Page: <https://www.citiprogram.org/>

Once on the homepage, select the **Register** button found in the upper right of your screen. There are seven steps in the registration process and each step is detailed on the following pages of this guide.

The screenshot shows the CITI Program website homepage. At the top left is the CITI PROGRAM logo. To its right is a navigation menu with links for Subscriptions, Courses, Resources, and Support, along with a search icon. In the top right corner, there is a phone number (+1 888.529.5929) and a language dropdown (English). Below the navigation is a large blue button labeled 'Register' and a smaller blue button labeled 'Log In'. A red arrow points to the 'Register' button. Below this is a section titled 'Research Ethics and Compliance Training' which features four course cards. Each card has a title, a brief description, and a 'View Course' button. The cards are: 'Revised Common Rule' (with a 'NEW' badge), 'Essentials of Statistical Analysis', 'CRC Foundations & CRC Advanced', and 'Research Study Design' (with a 'NEW' badge). The page has a blue footer bar at the bottom.

**Step 1:** Select Your Organization Affiliation: Tennessee Technological University and click the check boxes “I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.” and “I affirm that I am an affiliate of Tennessee Technological University.” Click “Continue to Create Your CITI Program Username/Password”

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 📄

Tennessee Technological University

Tennessee Technological University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Tennessee Technological University.

Continue To Create Your CITI Program Username/Password

**Step 2:** Enter your Name and Email Address. Click “Continue to Step 3”

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Tennessee Technological University

Steps: 1 2 3 4 5 6 7

Personal Information

\* indicates a required field.

\* First Name \* Last Name

\* Email Address \* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address Verify secondary email address

Continue To Step 3

### Step 3: Create your Username and Password

[LOG IN](#)   [LOG IN THROUGH MY INSTITUTION](#)   [REGISTER](#)

CITI - Learner Registration - Tennessee Technological University

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

**Create your Username and Password**

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password    \* Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

\* Security Question

\* Security Answer

[Continue To Step 4](#)

### Step 4: Select your Country of Residence

   [English](#)

[LOG IN](#)   [LOG IN THROUGH MY INSTITUTION](#)   [REGISTER](#)

CITI - Learner Registration - Tennessee Technological University

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

\* indicates a required field.

**\* Country of Residence**

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

[Continue To Step 5](#)

[Need Help? Support Center](#)

**Step 5:** This step asks if you are interested in receiving Continuing Education Unit (CEU) credit for completed CITI Program courses. Generally you will select no for CEUs. This option is typically used in clinical settings. This step also asks if CITI can contact you at a later date to participate in research surveys or with marketing information.

CITI - Learner Registration - Tennessee Technological University

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

\* indicates a required field.

\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

**Yes**

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

**No**

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

\* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

Yes

No

Not sure. Ask me later

\* Can CITI Program contact you at a later date with marketing information? ⓘ

Yes

No

[Continue To Step 6](#)

**Step 6:** Please provide the following information requested for TTU's record keeping.

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - Tennessee Technological University

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

Please provide the following information requested by Tennessee Technological University

\* indicates a required field.

Language Preference

\* Institutional Email Address

Gender

Highest Degree

Employee Number

\* Department

\* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

[Continue To Step 7](#)

Note:

- For Institutional Email Address, please enter your @tntech.edu email address.
- For Role in research, please select one of the options below from the drop down menu. The most commonly selected roles are Principal Investigator, Co-Investigator, and Student Researcher.

Clinical Researcher  
Co-Investigator  
Compliance Officer  
Data Manager  
IACUC Administrator  
IACUC Chair  
IACUC Member  
Institutional Official  
Interviewer  
IRB Administrator  
IRB Chair  
IRB Member  
Lab. Research Staff  
Pharmacist

Principal Investigator  
Recruiter  
Research Administrator  
Research Assistant  
Research Fellow – Post Graduate  
Research Integrity Officer  
Site Coordinator  
Social Worker  
Statistician  
Student Researcher – Graduate Level  
Student Research – Undergraduate Level  
Study Coordinator  
Study Nurse  
Veterinarian

**Step 7: Select Curriculum:** In this step, you are asked to select the courses that you are required to complete. There are four areas in which courses are offered: Responsible Conduct in Research, Animal Care and Use, Human Subjects, and Export Controls.

CITI - Learner Registration - Tennessee Technological University

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 Tennessee Technological University instructions page.

Question 1 relates to Human Subjects Research. If you conduct any Human Subjects Research, please select “Social-Behavioral-Educational Researchers including all students and faculty acting as an investigator (PI/co-PI)”. If you serve as an IRB member, Departmental Review Coordinator, IRB Community Member, or IRB Chair, please select the choice that reflects your role. If you do not conduct Human Subjects Research or serve on the IRB committee or as a Departmental Review Coordinator, you will select the option “Not at this time”.

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 one answer

- Biomedical Researchers including all students and faculty acting as an Investigator (PI-co-PI)
- Social-Behavioral-Educational Researchers including all students and faculty acting as an Investigator (PI-co-PI)
- IRB Members
- Departmental Review Coordinator
- IRB Community Members
- IRB Chair
- Not at this time.

Question 2 (see screenshot on the following page) pertains to courses related to Responsible Conduct of Research. **As of July 1, 2015, all researchers are required to take one course under Responsible Conduct of Research prior to receiving any external grant funding.** Please select the course that most closely aligns with your course of study.

Question 3 (see screenshot on the following page) pertains to export controls. Select “CITI Export Controls” if your research contains factors related to Export Controls. If it does not, you will select the “Not at this time” option.

Question 4 (see screenshot on the following page) pertains to Laboratory Animal Research. If your research contains Laboratory Animal Research, select the specific species modules that are applicable.

Once you have made your selections, click the “Complete Registration” button.

### Question 2

#### Responsible Conduct of Research

Please make your selection below to receive 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.

### Question 3

Please make your selection below to receive the CITI US Export Control Regulations course.

Choose one answer

- CITI Export Controls
- Not at this time.

### Question 4

#### Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
  
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
  
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- PIs and Faculty Researchers
- Graduate and Undergraduate Student Researchers
- Animal Technicians and Lab Workers
- Institutional Officials
- Research Administrators and Staff
- IACUC Members and Staff
- IACUC Community Members

Choose the appropriate species specific electives depending on your work or interests.

- I work with Frogs, Toads or other Amphibians
- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Fish
- I work with Zebrafish
- I work with Reptiles

[Complete Registration](#)



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Tennessee Technological University is complete.

[Finalize Registration](#)

[Need Help? Support Center](#)

### Select “Finalize Registration”

When registration is complete, you will be taken to a main menu screen that lists all required modules in the course(s) selected. To pass the course, you must complete all required modules and achieve an average score of at least 80% on all module quizzes. Each module consists of information provided via video and text. Once the course has been completed, you will be taken back to the main menu where you can print a completion report. This report should be printed to pdf and emailed to the Office of Research ([research@tntech.edu](mailto:research@tntech.edu)) where it will be kept on file.