

CITI INSTRUCTIONS

To access CITI, use this link:

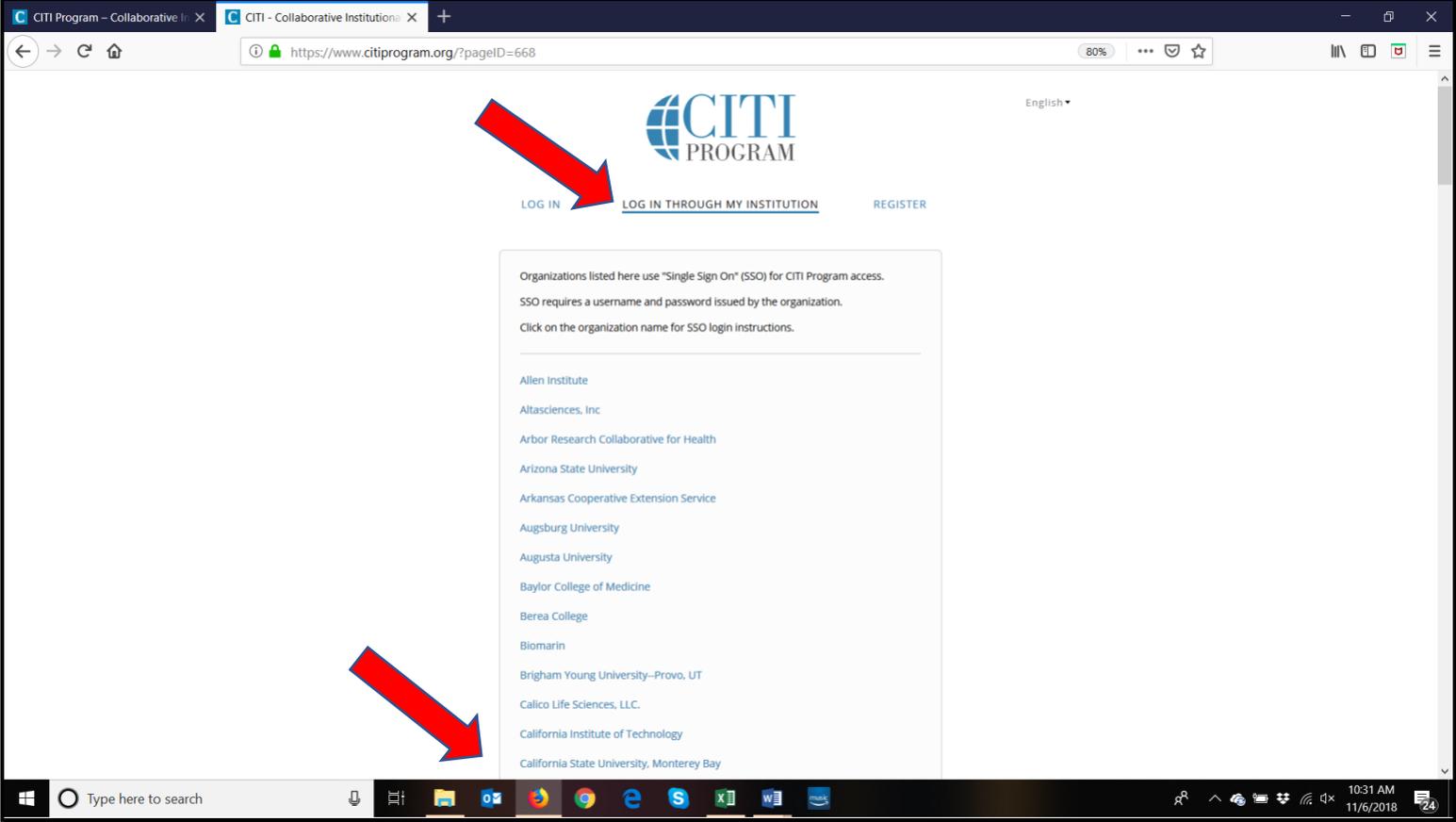
<https://about.citiprogram.org/en/homepage/>

Please email Gonzaga's IRB at IRB@gonzaga.edu with any questions.

STEP 1: SELECT “LOG IN” TO LOG IN WITH YOUR GONZAGA CREDENTIALS

The screenshot displays the CITI Program website interface. At the top left is the CITI PROGRAM logo. The navigation menu includes 'Subscriptions', 'Courses', 'Resources', and 'Support'. On the right side of the header, there is a phone number '+1 888.529.5929', a language dropdown set to 'English', and two buttons: 'Register' and 'Log In'. A large red arrow points to the 'Log In' button. Below the header is the main heading 'Research Ethics and Compliance Training'. Underneath, there are four course cards: 'Bioethics' (NEW), 'Revised Common Rule' (NEW), 'Research Study Design' (NEW), and 'CRC Foundations & CRC Advanced'. Each card includes a brief description and a 'View Course' button. The bottom of the image shows a Windows taskbar with the search bar and various application icons, along with a system tray showing the time as 10:24 AM on 11/6/2018.

STEP 2: Click on “Log In Through My Institution: Then Scroll Down And Choose “Gonzaga University”



The screenshot shows a web browser window with the URL <https://www.citiprogram.org/?pageID=668>. The page features the CITI PROGRAM logo at the top center. Below the logo, there are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION" (which is underlined and highlighted with a red arrow), and "REGISTER". Below these links is a box containing the following text:

Organizations listed here use "Single Sign On" (SSO) for CITI Program access. SSO requires a username and password issued by the organization. Click on the organization name for SSO login instructions.

Below this text is a list of institutions, each with a red arrow pointing to it:

- Allen Institute
- Altasciences, Inc
- Arbor Research Collaborative for Health
- Arizona State University
- Arkansas Cooperative Extension Service
- Augsburg University
- Augusta University
- Baylor College of Medicine
- Berea College
- Biomarin
- Brigham Young University–Provo, UT
- Calico Life Sciences, LLC.
- California Institute of Technology
- California State University, Monterey Bay

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right indicates the time is 10:31 AM on 11/6/2018.

STEP 3: Select “Gonzaga University Courses” and then “Add a Course”

The screenshot displays the CITI Program website interface. At the top, the header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". On the right side of the header, the user's name "Faith Gilbert" and ID "7631545" are shown, along with "Log Out" and "Help" links. Below the header is a navigation bar with links for "Main Menu / My Courses", "My Profiles", "My Records", "My CEUs", and "Contact Us".

The main content area shows a dropdown menu for "Gonzaga University Courses". A red arrow points to this menu. Below the dropdown, there is a table with columns for "Course", "Status", "Completion Record", and "Survey".

Below the table, there is a section titled "My Learner Tools for Gonzaga University". A red arrow points to the "Add a Course" option in this list. Other options include "Remove a Course", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation".

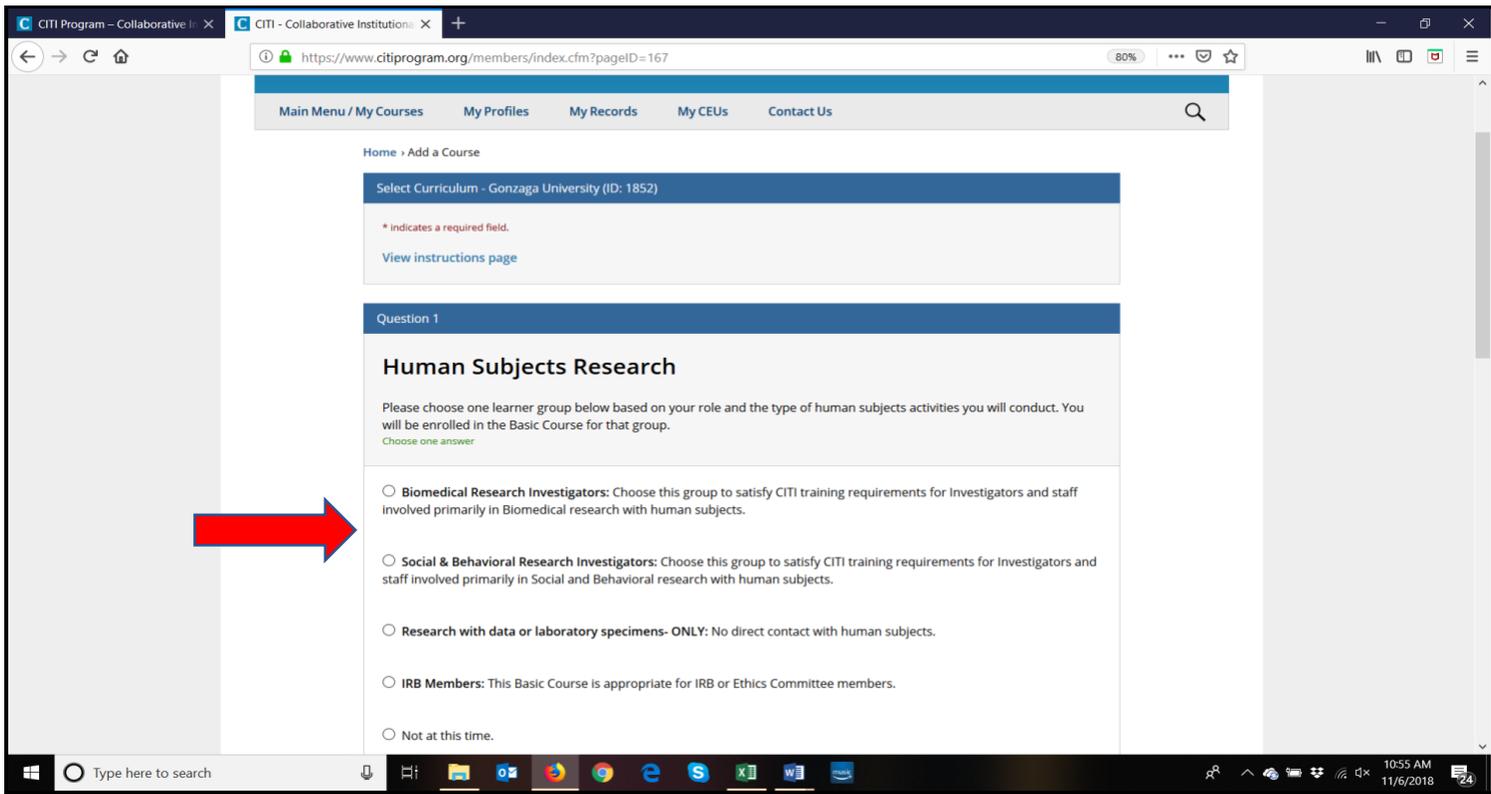
At the bottom of the page, there are links for "Affiliate With Another Institution" and "Affiliate as an Independent Learner". The footer contains links for "Accessibility", "Copyright", "Privacy Policy", "Terms of Service", and "Contact Us".

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right indicates the time is 10:40 AM on 11/6/2018.

STEP 4: SELECT ONE ANSWER BASED ON YOUR ROLE IN THE RESEARCH

The **only** required course is the **Human Subjects Research** course. That course shows up as **Question 1** and it has four radio buttons.

- Choose the best fit between **Social & Behavioral Research** or **Biomedical Research**.
 - *As an example, investigators from Sociology or Psychology would likely choose **Social & Behavioral Research** while Nursing investigators might choose **Biomedical Research**.*
 - Optionally, you can choose **Research with Data or Specimens** to supplement your research, if you'd like.
- **Skip question 2** because it only pertains to IRB members.
- **Questions 3 and Question 4 are both optional.** Choose “**Not at this time**” (unless you're interested in completing any of the elective modules at your own discretion).
- Click “**Submit**” to finalize your answers to the 4 questions.



The screenshot shows a web browser window with the URL <https://www.citiprogram.org/members/index.cfm?pageID=167>. The page has a navigation menu with links for 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Contact Us'. Below the menu, there is a breadcrumb trail 'Home > Add a Course' and a section titled 'Select Curriculum - Gonzaga University (ID: 1852)'. A red arrow points to the 'Biomedical Research Investigators' radio button in the 'Question 1' section, which is titled 'Human Subjects Research'. The question text asks the user to choose one learner group based on their role and the type of human subjects activities they will conduct. The options are:

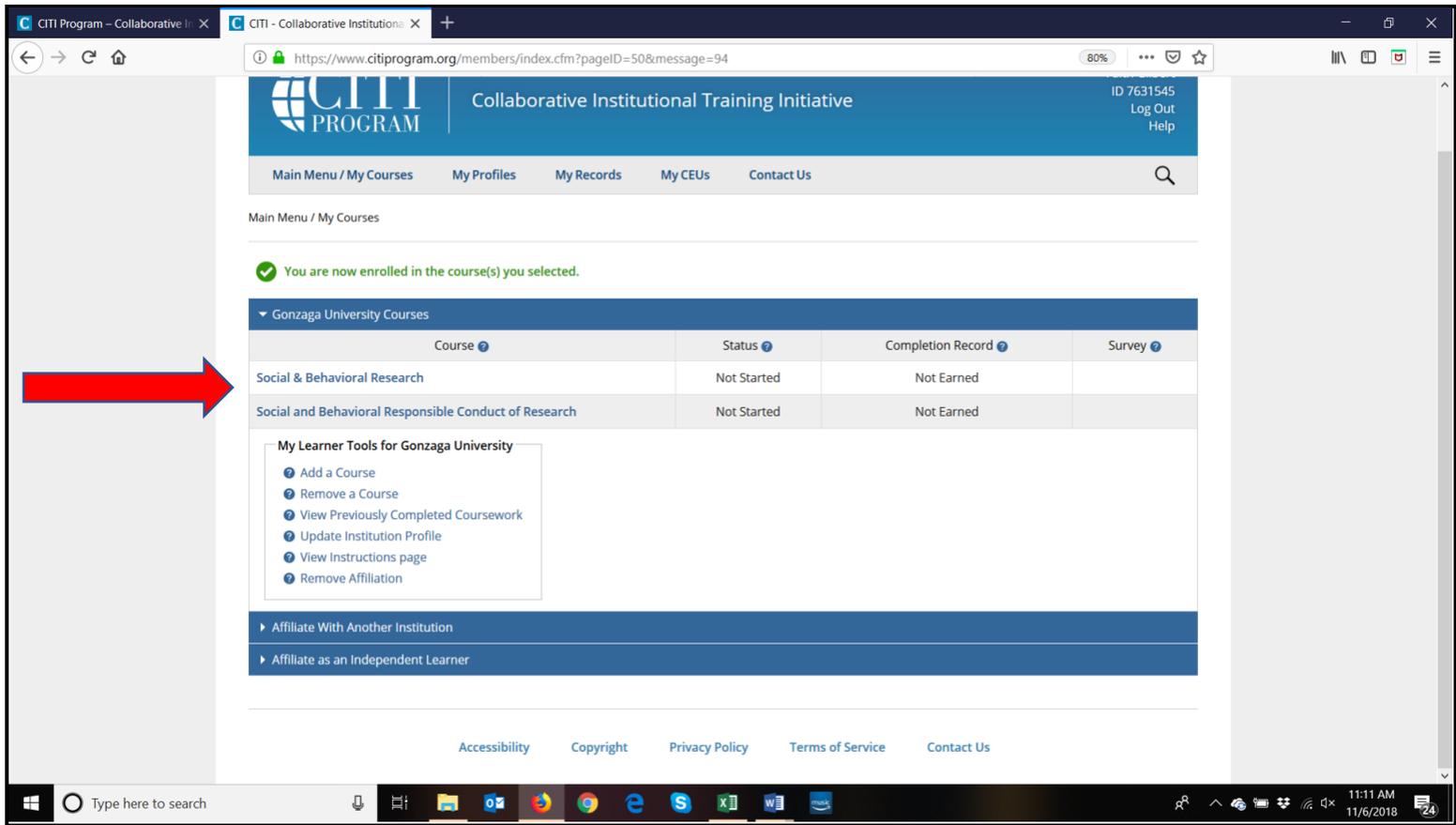
- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.**

STEP 5: SELECT THE COURSE YOU WANT TO COMPLETE

The next screen you see will state that you're enrolled in the courses you selected, with a list of the courses showing.

Remember that the only required course is the Human Subjects Research course – it will show up in the list as **Social & Behavioral Research or Biomedical Research (depending on the option you choose)**.

- When you click on your course, you will see the list of modules for the course. Note that there are about **14 required modules**. When those are completed, you will be certified with CITI.
 - Optionally, there are around 50 supplemental modules that you can take if desired. They are fully optional, so you can take any that pertain to your research or interests. Or you can skip all of them if none apply.
 - Likewise, modules can be taken in the Public Health Research or Responsible Conduct of Research courses, if you add those courses and find modules that will add value to your knowledge and skills in the research you conduct.



The screenshot shows the CITI Program website interface. The user is logged in, and the page displays a confirmation message: "You are now enrolled in the course(s) you selected." Below this, there is a table of enrolled courses for Gonzaga University. A red arrow points to the "Social & Behavioral Research" course in the table.

Course	Status	Completion Record	Survey
Social & Behavioral Research	Not Started	Not Earned	
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned	

My Learner Tools for Gonzaga University

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

▸ Affiliate With Another Institution

▸ Affiliate as an Independent Learner

STEP 6: SELECT THE MODULE YOU WANT TO WORK ON

Home > Course Social & Behavioral Research

Social & Behavioral Research - Basic Course

To pass this course you must:

- Complete all 14 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or change the overall score, BUT completed CE certified modules will count toward CME credits (AMA PRA, Psychology credits, nursing credits as applicable).

Your Current Score
0%

You have unfinished required or elective modules remaining

i One or more modules in this gradebook will be affected by changes to the Common Rule. Affected modules will be taken offline after 21 January 2019, unless there is a change to the implementation date of the regulation. Accordingly, you may not be able to complete this course after that date. We apologize for any inconvenience.

Required Modules	Date Completed	Score
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Conflicts of Interest in Human Subjects Research (ID: 17464)	Incomplete	0/0 (0%)
History and Ethical Principles - SR5 (ID: 1600)	Incomplete	0/0

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