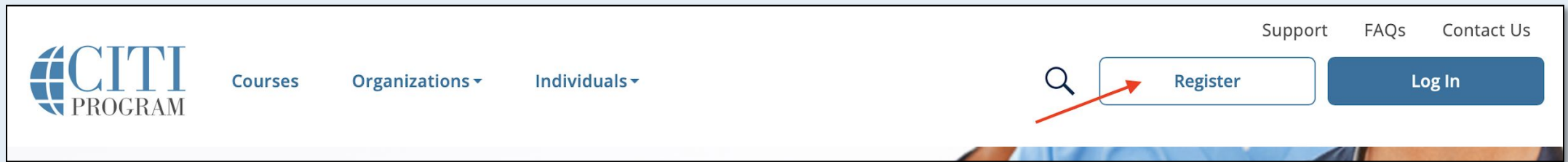




# How to sign up for the correct CITI course for IRB Applications

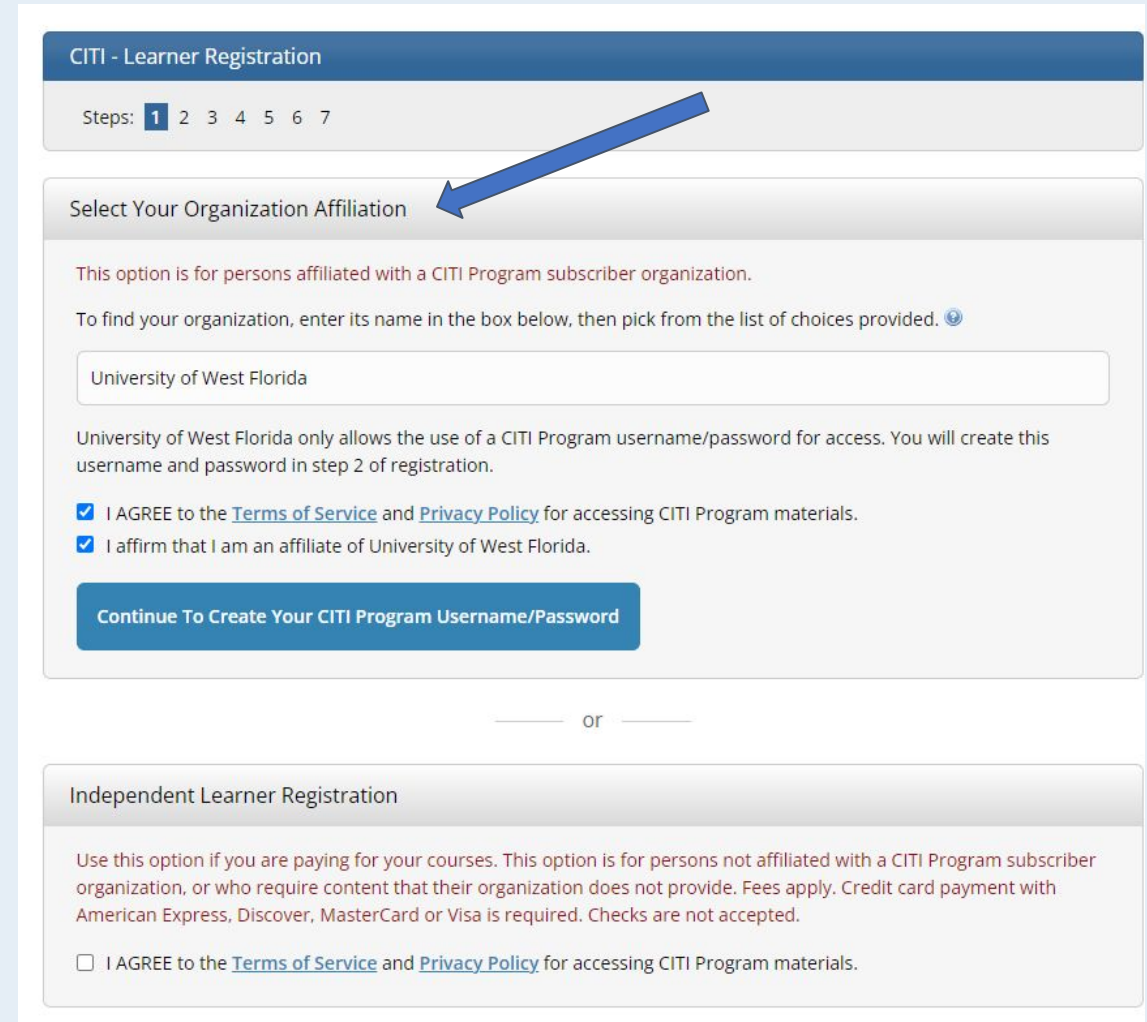


Go to [www.citiprogram.org](http://www.citiprogram.org) and click on the “Register” button located in the top right-hand corner

**\*If you have already registered with CITI, skip to page 8.**

# Select Your Organization Affiliation

- UWF students, faculty and staff will select “University of West Florida” from the drop down box.
- Check off the two boxes underneath. Do not register as an Independent Learner, or you will be charged.
- Click the “Continue to Create your CITI Program Username/ Password button” to continue.



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. ⓘ

University of West Florida

University of West Florida 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 University of West Florida.

[Continue To Create Your CITI Program Username/Password](#)

— or —

### Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

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

# Complete the Registration Steps

Step 2: Creating login credentials using your UWF email address.

Step 3: Create a username and password.

Step 4: Country of Residence.

Step 5: Continuing Education Credit preferences

Step 6: Enter the required information. Some information is voluntary.

# Step 7: Select Curriculum

This page will consist of seven questions. Question #1 is the only required training course for all IRB applications.

Question 1: You must select either the Biomedical or Social & Behavioral Research Course, based on the type of research you will be conducting.

## Select Curriculum

University of West Florida

[View 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.

- 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.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- IRB Chair
- Not at this time.

Select One

# Selecting Curriculum: Questions 2-7

2. Good Clinical Practices: Only required if you will be working in a clinical trial. *If not applicable, skip this question.*

3. Information Privacy Security: Only required if you will be accessing protected health information. *If not applicable, skip this question.*

4. Responsible Conduct of Research: Only required for certain grants. See the [RCR website](#) for more information. *If not applicable, skip this question.*

# Selecting Curriculum: Questions 5-7

5. Responsible Conduct of Research Refresher. Same as above. If not applicable, skip this question.
6. Conflicts of Interest: Only required for certain grants. See the [FCOI website](#) for more information. If not applicable, select “No”
7. Laboratory Animal Research- Only required for IACUC applications. *If not applicable, skip this question.*

# What the required “Basics Course” will look like (Either Social & Behavioral or Biomedical)

## Social & Behavioral Research - Basic/Refresher

University of West Florida

### INSTRUCTIONS

- Complete all 14 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

### PROGRESS

### SCORE

## Biomedical Research - Basic/Refresher

University of West Florida

### INSTRUCTIONS

- Complete all 12 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

### PROGRESS



### SCORE

100%

A white circular badge with a blue border containing the text "100%" in blue.

\*Most modules take 10-20 minutes to complete.

# If you are already registered with CITI, but don't see the required course.

- Go to [citiprogram.org](https://citiprogram.org) and log in
- Select “View Courses

**Institutional Courses**

Institutional Courses are available to learners who have an affiliation with one of more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of West Florida

Would you like to affiliate with another Institution?

[View Courses](#)

[Add Affiliation](#)





Scroll down until you get to the bottom of the page.

Select “Add a Course”

## Learner Tools for University of West Florida

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

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## Select Curriculum

University of West Florida

[View instructions page.](#)

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## Social & Behavioral Research - Basic/Refresher

University of West Florida

### INSTRUCTIONS

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### PROGRESS

### SCORE

## Biomedical Research - Basic/Refresher

University of West Florida

### INSTRUCTIONS

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- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

### PROGRESS



### SCORE

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