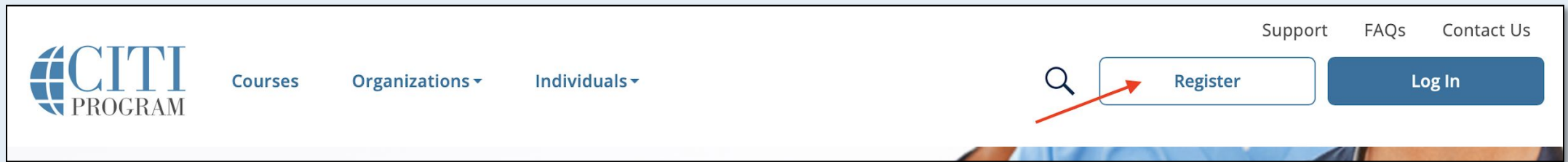# How to sign up for the correct CITI course for IRB Applications
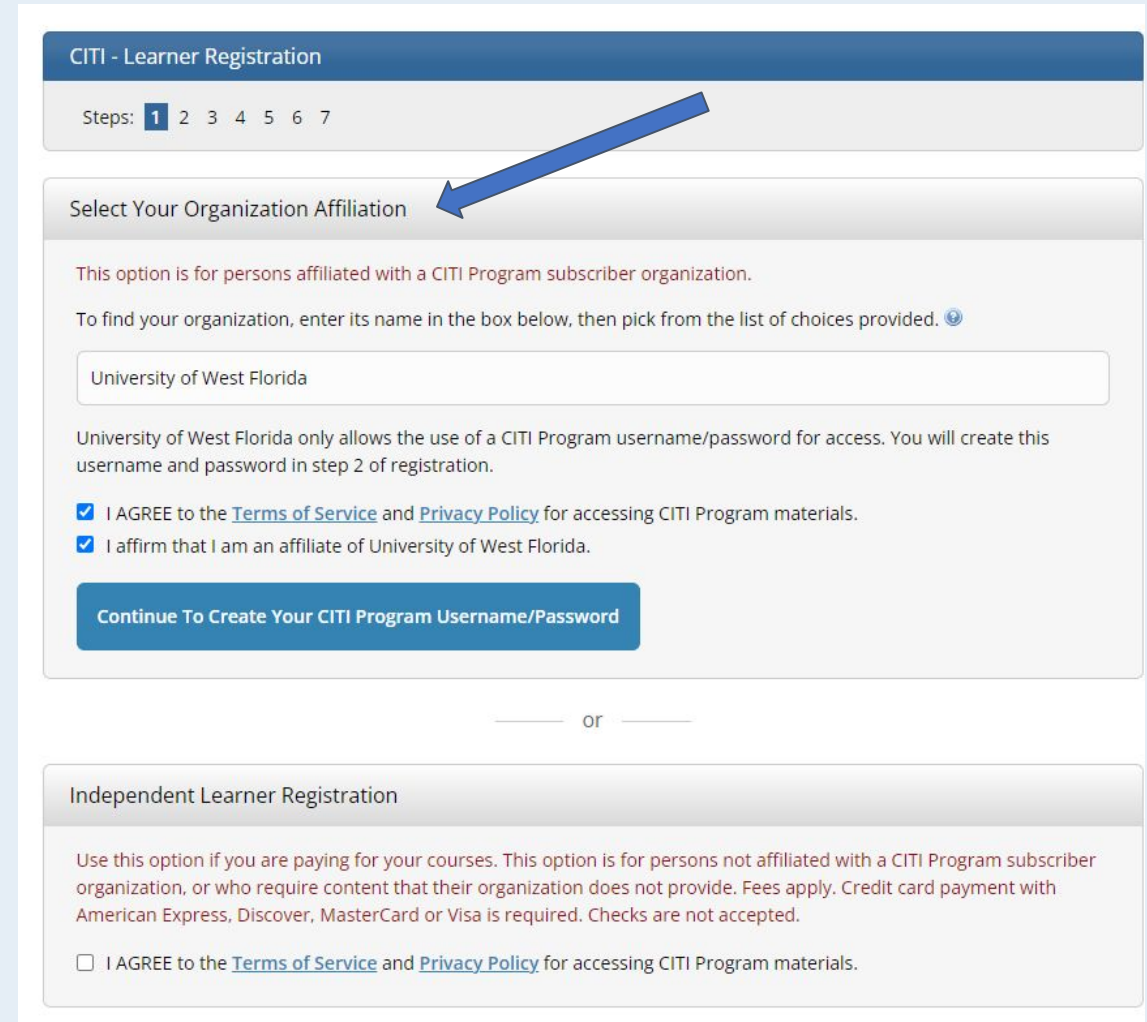

Go to www.citiprogram.org and click on the

"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.

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.

Selecting Curriculum: Questions 2-7

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

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

4. <u>Responsible Conduct of Research</u>: 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 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

1 / 12
modules
complete

SCORE

100%

*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 and log in

- Select "View Courses

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or 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

View Courses

Would you like to affiliate with another Institution?

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

Select Curriculum

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Selecting Curriculum: Questions 5-7

5. <u>Responsible Conduct of Research Refresher</u>. Same as above. If not applicable, skip this question.

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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
  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
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PROGRESS

1 / 12
modules
complete

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*Most modules take 10-20 minutes to complete.