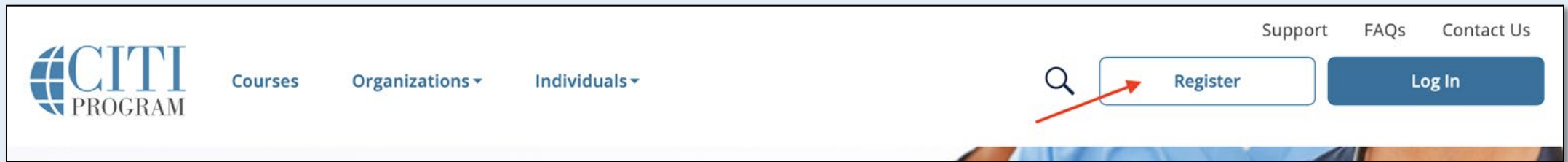# How to sign up for the correct CITI course for IRB Applications

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: Adding a Security Question and Answer

Step 4: Country of Residence. [Optional: Connecting your ORCID iD]

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 eight 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.

Select One

○ 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.

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>: Not required but available for more information about health privacy and information security for researchers. *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, select "Not at this time".*

Selecting Curriculum: Questions 5-7

5. <u>Conflict of Interest</u>: Only required for certain grants. See the [Financial Conflict of Interest website](#) for more information. *If not applicable, select "No".*

6. <u>Laboratory Animal Research</u>: Only required for [IACUC](#) applications. *If not applicable, skip this question.*

7. <u>Export Controls:</u> Only required for research that may have a dual military use or has publication restrictions. See the [Export Control website](#) for more information. If not applicable, select "Not at this time".

Selecting Curriculum : Question 8

8. HIPAA: Only required for projects that will include the use of protected health information as a covered entity under HIPAA. If applicable, please select "HIPAA for Education and Research"

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 o more subscribing institutions. If an institution with which you are affiliated is listed, you may want to **add an affiliation**. If you are no longer associated wit 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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Select Curriculum
University of West Florida

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University of West Florida

INSTRUCTIONS	PROGRESS	SCORE

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

Biomedical Research - Basic/Refresher
University of West Florida

INSTRUCTIONS	PROGRESS	SCORE

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

1 / 12 modules complete

100%

*Most modules take 10-20 minutes to complete.