The MSA
Student’s
Guide to

citi
PROGRAM

Introduction and
Registration

Central Michigan University
July 2016
Getting Started on CITI

Introduction

CMU has adopted the online training system offered through the Collaborative Institutional Training Initiative (CITI). CITI offers courses in the responsible conduct of research and can be individualized for specific university needs. CITI allows for the tracking of individuals who have completed their respective training requirements. Thus, individuals who are required to complete training in human subjects research would complete only the training relevant in this area, whereas those conducting research with animal subjects would complete training in that area. Students in MSA 600 may be assigned CITI training as an introduction to research ethics. In addition, students in MSA 699 may also be assigned CITI training.

In those cases, where the student’s work involves human subjects and would be considered “research” under the federal guidelines, the student must complete CITI training prior to seeking IRB approval. Projects considered “research” are those projects using human subjects that generate findings that can be generalized and that are intended from the outset of the project to be disseminated to a wider audience. For example, a student conducting a project and using human subjects with the intent to publish the findings or report the findings to a broader audience, i.e., state or regional, national or international conference or outside of the researcher’s organization, must complete CITI training and seek IRB approval. On the other hand, a student conducting a work-related project with human subjects and reporting the findings within the organization is not required to seek IRB approval.

As always, please consult with your instructor to make sure that you do not need to complete CITI training.

Registering on CITI

1. First, go to www.citiprogram.org
2. Create an account by clicking on “Register”.

**Note:** There are 7 steps in the registration process.

**Step 1:** You will need to search for your organization. Type in “Central Michigan University” until it pre-populates in the field. Click on “Central Michigan University” and then click on the button to “continue to step 2”.

**Step 2:** Enter your **first name, last name, and email address** in the space provided. You should use your “...@cmich.edu” email. You will be asked to enter your email address twice. You will also be asked if you want a second email address on your account. This is up to you and is not required. When finished, click on the button to “continue to step 3”.

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**Note:** There are 7 steps in the registration process.
Type in Central Michigan University

When finished, click “Continue to Step 2.”

Enter your first and last names

Use your “...@cmich.edu email”

When finished, click “Continue to Step 3”
Step 3: Fill in your user name (use your CMU global ID). Your user name is not case sensitive and should consist of 4-50 characters.

Then create a password that you will remember. The password is case sensitive and should consist of 8-50 characters. Verify your password (type in your password again)

You will then need to choose a security question from the drop down menu and provide an answer.

When finished, click on the button to “continue to step 4”.
Step 4: Select your *Country of Residence*. Begin typing in “United States” until it appears in the country’s field. Then choose it from the list provided. When finished, click on the button to “continue to step 5”.
Step 5: As an MSA student, choose “NO- you will not be purchasing credits and units for this course”. You will be asked if you want the CITI Program to contact you later regarding participation in research surveys. This is your choice. When you are finished, click on the button to “continue to step 6”.

Click on “No.”

You may choose to have CITI Program contact you.

Click on “Continue to Step 6”
Step 6: You need to only fill out the fields with a red asterisk (*).

Institutional email address: this is your “...@cmich.edu” email
Highest degree: select your degree from the drop-down menu.
Role in human subjects research: use the drop down menu; if you are a student, choose “Student Research Graduate Level”. If you are an instructor, choose “Principal Investigator”
Office phone: Enter your daytime phone number.
Which course do you plan to take: Use the drop down menu and choose “Basic Human Subjects – Social & Behavioral Focus”

Here are examples from the drop down boxes:

* Role in human subjects research
  Student Researcher - Graduate level

* Which course do you plan to take?
  Basic Human Subjects - Social & Behavioral Focus

When you are finished, click on the button to “continue to step 7”.

You must answer the fields marked by “*”

Use the drop down arrow: Students choose “Student Researcher Graduate Level” and Instructors choose “Principal Investigator”

Use the drop down arrow and choose “Basic Human Subjects- Social & Behavioral Focus”

Click on “Continue to Step 7”
Step 7: Choose the “Human Subjects Courses” then click on “next”.

Click on “Human Subjects Courses”

Click on “Next.”
Choose the “Social & Behavioral Research……”; then click on “next”.

Click on the “Finalize registration” link.
You are now registered!

Click on the “Central Michigan University Courses” link.

This is your main menu page. It will show if your course is completed or not. Since you do not have to complete all of your study modules in one sitting, this is where you could click to continue your lessons.

Click on “Central Michigan University Courses” to begin the course.
This page will give you a list of which modules are required for this course.

You must complete this link first.

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont Report and CITI Course Introduction (ID: 1127)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Students in Research (ID: 1321)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>History and Ethical Principles - SBE (ID: 490)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Defining Research with Human Subjects - SBE (ID: 491)</td>
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<td>0/0 (0%)</td>
</tr>
<tr>
<td>The Federal Regulations - SBE (ID: 502)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Assessing Risk - SBE (ID: 503)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Informed Consent - SBE (ID: 504)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Privacy and Confidentiality - SBE (ID: 505)</td>
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<td>0/0 (0%)</td>
</tr>
<tr>
<td>Research with Prisoners - SBE (ID: 506)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Research with Children - SBE (ID: 507)</td>
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<td>0/0 (0%)</td>
</tr>
<tr>
<td>Research in Public Elementary and Secondary Schools - SBE (ID: 508)</td>
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<td>0/0 (0%)</td>
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<tr>
<td>International Research - SBE (ID: 509)</td>
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<td>0/0 (0%)</td>
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<tr>
<td>Internet-Based Research - SBE (ID: 510)</td>
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<td>0/0 (0%)</td>
</tr>
<tr>
<td>Research and HIPAA Privacy Protections (ID: 14)</td>
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<td>0/0 (0%)</td>
</tr>
<tr>
<td>Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)</td>
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<td>0/0 (0%)</td>
</tr>
<tr>
<td>Conflicts of Interest in Research Involving Human Subjects (ID: 488)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Central Michigan University (ID: 12848)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>
The modules you will need to complete is listed above on the left side of the page. Your status is in the column on the right side of the page. Remember, you do not have to complete them in one sitting.

YOU MUST COMPLETE THE INTEGRITY ASSURANCE STATEMENT BEFORE YOU CAN CONTINUE WITH THE COURSE!

Begin by clicking on the first module. After reading through the module, you will be given some choices at the end. You may:

- Take the quiz
- Return to the module list for this course
- Take the next module
- View this module and re-take quiz.
- Go to the main menu

In order for you to complete this course, you need to achieve an average score of at least 80% on all quizzes associated with this course’s module requirement.

In order to take the quiz, choose the link to “Take the quiz”. As you can see, you are able to retake the quiz if you do not pass the module. The main menu will keep track of which modules you have completed and which ones you still need to finish.
You may choose to log off and return to the CITI Program at a later date. Just type in your username and password, then click on Log In. (If you forget your username or password, click on the link for help.) Once you log back in, you will be brought to the main menu page. You need to click on the course title “Social and Behavioral Research” to continue with your course. It will then bring up your list of required modules and show which modules are complete and which ones are not.

Once you have completed all of the required modules, you need to print your completion report.

Click on “My Reports” and then “view” the completion report. You will have a PDF that you can save and send to your instructor. In addition, the PDF can be uploaded into IRBNet to document your CITI training.

Again, please consult with your instructor to determine if you must complete CITI training. If you have problems with the CITI site, please contact the IRB office at cmuirb@cmich.edu or 989-774-6401.