**Instructions for UO CITI Learners**

The CITI online training primarily encompasses Protection of Human Research Subjects and Responsible Conduct of Research (RCR) Courses customized to various Learner Groups. The Courses and Learner Groups are listed below along with additional instructions to help determine which course you should take and how to navigate through the CITI system.

* The **Protection of** **Human Research Subjects** training must be completed by research personnel responsible for or working on research reviewed by the Institutional Review Board (IRB). This includes the Principal Investigator, faculty members advising student researchers, and all individuals having any interaction with participants and/or identifiable participant data.
* The **Responsible Conduct of Research** (**RCR)** training must be completed if you are a student or post-doctoral researcher paid from an NSF grant, or are a trainee, fellow, participant, or scholar receiving support through an NIH training award, career development award, research education grant, or dissertation research grant.

**To Start:**

To enroll in CITI for the first time, please follow the instructions listed on the CITI website: [https://support.citiprogram.org/customer/en/portal/articles/2962052-updated-guide-to-getting-started#read](https://support.citiprogram.org/customer/en/portal/articles/2962052-updated-guide-to-getting-started%23read)

Once enrolled, please choose the Course and Group appropriate to your research. Descriptions of the **University of Oregon Courses** and **Learner Groups** are as follows:

Protection of Human Research Subjects Course

*Biomedical Researchers* Group– for human subjects researchers whose research is primarily biomedical.

* *C*ompletion of this basic course meets the IRB’s human subjects research training requirement; training must be refreshed once every two years.
* Courses are available in Spanish and Chinese within the biomedical research basic course options.

*Social-Behavioral-Educational Researchers* Group– for human subjects researchers whose research is primarily social/behavioral/educational.

* Completion of this basic course meets the IRB’s human subjects research training requirement; training must be refreshed once every two years.

*Student Classroom Education* Group– available solely for the purpose of student education (i.e., class assignment, student psychology pool requirement).

* Complete if your instructor assigns CITI for classroom education only.
* Starting November 1, 2014, completion of this basic course does not meet the IRB’s human subjects training requirement; only the learner group course tracks above (*Biomedical Researchers* and *Social-Behavioral-Educational Researchers*) meet IRB’s requirement.
* If you have completed the Student Classroom Education basic course within the past two years and need to meet the IRB’s human subjects training requirement, the software will credit you for modules common to both courses.

*IRB Members & Chairs* Group– required for UO IRB members or Chairs.

*RCS Administrators Group* – required for RCS administration.

*Institutional/Signatory Official* Group- provides education specific to Institutional Official responsibilities.

* Responsible Conduct of Research (RCR) Course -
	1. *NIH, NSF Responsible Conduct of Research Training for Researchers* Group
* Required for the following: (1) students or post-doctoral researchers paid from an NSF grant; and (2) trainees, fellows, participants, and/or scholars receiving support through an NIH training award, career development award, research education grant, or dissertation research grant. Please note that there may be additional RCR requirements from both NIH and NSF.
* Additionally, researchers may use this basic course to fulfill RCR training requirements for other educational purposes.
	1. *Responsible Conduct of Research Training for RCS Administrators* Group–required for RCS administration.
* Additional Courses offered through UO are provided for self-education and case-by-case training purposes. These include:
	1. *Conflict of Interest* - required for RCS administrators and available for researcher education.
	2. *Information Privacy & Security in Research* - provided for education related to information security and privacy as well as health privacy.
	3. *Good Clinical Practice* -
		+ *U.S. FDA Focus Group: Clinical Trial Research with Investigational Drugs & Medical Devices*
		+ *Clinical Trial Research with Investigational Medical Devices Group*
		+ *ICH Focus Group: Clinical Trial Research with Investigational Drugs & Biologics*

Once you have registered, you can access the **Main Menu.** This page lists the courses you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you.

**Add a Course or Update your Learner Groups.** This link will permit you to change your **Course** or **Learner Group**.

**View Previously Completed Coursework.** This link allows you to see your past scores, view expirations, and print completion reports.

**Update Institution Profile**. This link allows you to update your institution-specific details, such as your institutional ID or employee number, email, department, role in research, etc.

**View Instructions page** link brings you back to this instructions page.

**Remove Affiliation.** This link allows you to un-affiliate with an institution with which you are no longer required or wish to be certified. Please be aware that you will not have access to previous scores or completion reports obtained under the institution.

You may also **Affiliate with Another Institution**.  The software will credit you for common modules taken at each institution in which you are affiliated.

The **course link Title** will permit you to begin or continue a previously selected course.

Please complete the **Integrity Assurance Statement** presented after clicking a course title.  The system will allow you to start taking the modules after completing it.

Complete the **Required** modules and associated quizzes.

Complete the number of **Elective** modules assigned within the course.

When you complete all the Required Modules and required number of Electives for your course curriculum, you will be shown a link to **Optional Modules** in the Optional Course Catalog. You may complete any optional modules now or return to the course site at a future time to review these modules. Please be aware that Optional Modules do not count towards nor appear on a completion report.

When you complete all Required Modules of your course successfully, you may print your completion report through the link: **Print Report** from your Main Menu or your **Previously Completed Coursework** page.

 All modules (Required, Elective, and Optional modules) within a course will be available for you to view after the completion of the course(s). Access previously completed course modules by clicking **View Previously Completed Coursework** from the main menu page.

Some CITI courses have a limited number of Refresher Course options that are available. Once the available Refresher Course(s) have been completed, CITI will direct you back to complete the initial basic training course.

The for training for **Protection of Human Research Subjects** and the training for **Responsible Conduct of Research (RCR)** each require approximately 4.5 hours to complete depending on whether you choose to take optional courses and your individual learning pace.  You are encouraged to use multiple log-on sessions. The CITI “Refresher Course” requires approximately 2 hours to complete depending on optional courses and your individual learning pace.

**To Complete the Course:**

You must meet the minimum "passing" aggregate score of 80% for the quizzes to successfully pass the modules.  A running tally is compiled in the Grade Book.   If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct.  Scores obtained after a completion report has been issued will not be reflected on the completion report.

Print or download a **Completion Report** as evidence that you have met the course requirements.  You may return to the course site in the future to obtain a copy of the completion report. Research Compliance Services also can access completion reports. The **My Reports** page will allow you to access any completion reports you have earned.

Submit a voluntary, anonymous user satisfaction survey.

**Questions:**

Technical issues should be addressed to support@citiprogram.org or to (305) 243-7970.

Questions regarding your requirements should be addressed to Research Compliance Services, researchcompliance@uoregon.edu or (541) 346-2510.