

INSTRUCTIONS FOR REGISTERING TO COMPLETE RESPONSIBLE CONDUCT OF RESEARCH TRAINING THROUGH THE CITI PROGRAM

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Go to the CITI PROGRAM website - - <https://www.citiprogram.org/>

Please note – if you have any difficulty with the functionality of the CITI website, please check to make sure you are using a current version (issued in the last 3-4 years) of one of the following browsers: Chrome, Firefox, Internet Explorer, or Safari.



*The following instructions are intended for UNCW researchers and UNCW student researchers, or non-UNCW individuals who are collaborating on UNCW research. **If you are not legitimately affiliated with UNCW through an employment, academic or collaborative relationship, you are not authorized to use UNCW’s subscription to complete a course through the CITI Program. You must register as an Independent Learner and pay your own fee.***

Following are instructions for:

- individuals who do not have existing accounts in the CITI Program
- students (undergraduate, graduate or Post-doc) who need to complete Responsible Conduct of Research Training in order to work on research funded by the National Institutes of Health (NIH) or the National Science Foundation (NSF).

If you registered in the past in the CITI Program for other courses and would like to add a RCR course to your learner’s menu, skip to “Part 2 – Selecting the Correct Course” below.

Part 1: Registering an Account

On the right of the CITI Program homepage, find the option to “Register.”

Step 1. CITI – Learner Registration Section

Select Your Organization Affiliation

UNCW researchers, UNCW students, and non-UNCW individuals collaborating on UNCW research may choose the University of North Carolina Wilmington as the participating institution. This allows you to complete the course using UNCW’s paid subscription, and allows your certificate of completion to be emailed directly to the RCR office.

TIP: University of North Carolina Wilmington will appear if you just type in “Wilm”

- Read the **Terms of Service** and check the box to agree.
- **Affirm** your affiliation with UNCW. *If you are not legitimately affiliated with UNCW as an employee, student or collaborator, please register as an Independent Learner.*

Select [Continue to Step 2](#)

Step 2. Member Information Section

The items in this section are self-explanatory.

Select [Continue to Step 3](#)

Step 3. Create Your Username and Password

TIP: Make note of your username and password, as it may take you multiple sessions to complete all of the required modules.

Select [Continue to Step 4](#)

Step 4. Country of Residence

TIP: Type in USA and “United States” will appear.

Select [Continue to Step 5](#)

Step 5. Continuing Education Unit Credit

Most taking this training course will not need CEU credit unless you are a professional in the field of medicine, psychology, nursing or social work where professional certification requires a certain number of CEU credits annually.

Answer the questions as applicable for your needs.

Respond as desired to the research and marketing questions.

Select [Continue to Step 6](#)

Step 6. UNCW-specific information

- Language Preference
Select a language preference.
- Role in Human Subjects & Animal Welfare research

Although this kind of research may not be applicable for many RCR learners, you can select research assistant, student researcher (graduate or undergraduate), or lab research staff. (Making a selection here will not enroll you in human subject protection or animal welfare courses.)

- Phone
This information is not required.
- Which course do you plan to take?
Choose the **Responsible Conduct of Research** course. This course is required for students (undergraduate, graduate or Post-doc) working on research funded by the **National Institutes of Health (NIH)** or the **National Science Foundation (NSF)**.

Select [Continue to Step 7](#)

Part 2: Selecting the Correct Course

Learners who already have a CITI Program account should select “Log In” from the CITI Program homepage, login with your username and password, select “Add a Course” from your learner’s menu. This will direct you to Step 7 – Select Curriculum.

Select Curriculum

* Indicates a required field.



CITI Course Enrollment Procedure

Question 1-3. Human Subjects Research (Basic course, Refresher course and IRB Chair course)

The first three questions relate to courses for human subject research protection training. It is OK to skip these questions if you only need the RCR course at this time.

Question 4. Lab Animal Research

These options pertain to the use of live, vertebrate animals in research. It is OK to skip these questions if you only need the RCR course at this time.

Question 5. Information Privacy Security

It is OK to skip this question if you only need the RCR course at this time. However, it is good information that relates to some of the RCR topics. This course is generally only required for researchers who are conducting human subjects research and collecting sensitive data, and is *optional for RCR learners*.

Question 6. Responsible Conduct of Research (RCR)

This is the required course for students (undergraduate, graduate or Post-doc) who are working on any research funded by the National Institutes of Health (NIH) or the National Science Foundation (NSF). Select the most appropriate version of the Responsible Conduct of Research course for your profession/discipline.

Question 7. Good Clinical Practice (GCP)

It is OK to skip this question. This is an optional course for researchers who will conduct social and behavioral clinical research.

Question 8. Conflicts of Interest

It is OK to skip this question if you only need the RCR course at this time. However, it is good information that relates to some of the RCR topics. It is *recommended/optional for RCR learners*.

Question 9. US Export Control

It is OK to skip this question if you only need the RCR course at this time. However, it is good information that relates to some of the RCR topics. It is *recommended/optional for RCR learners*, particularly if the research you're working on involves sharing technology with foreign nationals.

Question 10. Disaster Planning for the Research Enterprise

It is OK to skip this question if you only need the RCR course at this time. However, it is good information that relates to some of the RCR topics. It is *recommended/optional for RCR learners*.

Question 11. Institutional/Signatory Official

DO NOT check either box unless someone from the UNCW Research Integrity Office specifically instructed you to do so based on your appointment to the Institutional Official role.

Question 12. Spanish Course

Select if needed.

New users will select

Complete Registration

Returning users will select

Submit

Congratulations! You have completed the registration process for the CITI Program! The Main Menu should appear on your screen and should list any course for which you registered.

When you see your main menu, verify that you have registered for the correct course. If you have not registered for the correct course, return to the enrollment questions by selecting the option "Add a Course." Remove the incorrect course by selecting "Remove a Course."

My Learner Tools for University of North Carolina Wilmington

- ➊ Add a Course
- ➋ Remove a Course
- ➌ View Previously Completed Coursework
- ➍ Update Institution Profile
- ➎ View Instructions page
- ➏ Remove Affiliation

When you have verified that you are registered for the correct course, you can use your Main Menu to find the courses you need to complete, update your profile information, add a new course, etc.

Completing your RCR Course:

To get started, click on the course title and complete the quizzes for each module. You must achieve an overall score of at least 80% to qualify for a completion certificate. You may go back and retake quizzes to improve your overall score.

TIP: Please retain a copy of your completion certificate for your records. Although the Research Integrity Office will have record of your training completion, *it is ultimately your responsibility to be able to produce documentation of training.*

TIP: *There is no need to submit a paper copy of your training completion certificate provided you affiliated with UNCW when you registered.* The Research Integrity Office receives daily emails from the CITI program showing all training completed by individuals who are affiliated with UNCW. **HOWEVER**, we strongly recommend that you retain a copy of your completion certificate in the event that you conduct research through another institution.

Returning Learners:

If you are returning to the site to continue working on your modules or if you are returning to change to a different learner group, login with the username and password you already have.

The Main Menu allows you to choose a new learner group or go to the grade book to see which modules you have already completed.

If you have any confusion or difficulty with these instructions, please contact RCR@uncw.edu.