CITI Research Compliance Training

Registration Instructions

: Go towww.citiprogram.organd click on the "Registeb"utton located next to the blue login box to the homepage.

The next steps are numbered 1-7. These stepsowied information to egister your account and place you in the correct course based on JU's settings.

Step 1	 Enter "Jacksonville University" in the Select Your Organization Affiliation" search box. Click the box to "Agree to Terms of Service". Click "Continue to create your CITI username/password".
Step 2	 Enter your information in the appropriate boxes aboxeng your official JU email address as the primary email. You can include a personal email as the secondary option. Click "Continue to Step 3".
Step 3	 JU uses a Single Sign On feature for CYou may login using your JU user ID and password. Select a security question and answer. Click "Continue to Step 4".
Step 4	 This step collects demographic infroation. Only the boxes with the red asterisk are required. Click "Continue to Step 5".
Step 5	 JU's Office of Research does not riequthat you maintain CE Credits; however, if you choose "Yes" as yoursaver, you will have the ability to request and personally pay thoose credits at a latelate if you decide you need them. Choosing "Yes" does notighate you in any way, it only makes them accessible to you. You may choose to allow CITI Progration contact you to participate in a research survey or for marketing information, but a "Yes" answer is not required by JU. Click "Continue to Step 6".
Step 6	- Fill in the required answers to "Institutional email address" and Department and select the appropriate "Role imman subjects research" using the date of the contract of the

down button. FYI – These fields are a template of CITI, so pleaseOT put an Employee numberas JU does not require it.

- Click "Continue to Step 7".

NEW CITI Learner Registration

- 1. For the basic Human Subjects Research modules, select the first option:
- "Yes, I conduct research with live human beings, human samples or with data derived from human beings."
- Click Next.
- 2. "Human Subjects Research (HSR) Training IRB Select the type of research training required ased on your learner group
 - ☐ Social-Behavioral-Educational Researche(13 modules)

[Focus is on human beliefs, attitudes, and behaviors that are influenced by various social, biological and/or environmental factors. Data collection commonly involves surveys or questionnaires, interviews, focus groups, direct or participant observation, laboratory or field experiments, and non-invasive physical measurements.]

☐ Biomedical Researcher(14 modules)

[Conduct of basic, applied, and/or translational research that aims to contribute to the body of knowledge in the field of health and medicine.]

Step 7

CITI will update its basic Human Subject

REQUIRED Social-Behavioral-Education (SBE) Modules – BASIC COURSE

- 1. History and Ethics of Human Subjects Research
- 2. History and Ethical Principles
- 3. Basic IRB Regulations and Review Process
- 4. Defining Research with Human Subjects
- 5. The Federal Regulations
- 6. Assessing Risk
- 7. Informed Consent
- 8. Privacy and Confidentiality