How to Complete the Correct CITI Ethics Trainings

1. Log into the CITI website from the IUP IRB Online Research Ethics Training website

Who must complete this training?

All students who engage, or plan to engage, in systematic interaction with human and/or animal research subjects Human Subjects (IRB) or by the Institutional Animal Care and Use Committee (IACUC) must complete training in responsible conduct of research, financial conflicts of interest, export control, and biosafety/bioresearch of NSF or PHS funds.

Where do I register?

• Log on to CITI

How do I know what courses to register for?

2. Once on the CITI website, click on “Select Your Organization Affiliation.”

4. Select “I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials” and “I affirm that I am an affiliate of Indiana University of Pennsylvania.” Then click “Create a CITI Program account.”
5. Enter your Personal Information. We encourage you to use your IUP email; however, you can use another email if you wish. CITI’s website is not integrated with IUP’s directory information. Click “Continue to Step 3.”

6. Create your Username and Password. Then click “Continue to Step 4.”
7. Complete the required “Country of Residence” question and the final question (either response is acceptable). Then click “Finalize Registration.”

8. Choose whether you want to pay for CE credits. IUP does not require you to pay for credits, so unless your Advisor tells you otherwise, select “NO.” Then click “Submit.”

Your CE Credit Status

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professionals allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses - please see “Course List” link under the “CE Credits” tab on login page for details.

Please register your interest for CE credits below by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

- **YES**
  At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

- **NO**
  The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase unless you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grade book page.

Submit
9. Complete the next screen to indicate your affiliation to IUP. Responses will vary depending on your Role, College, Department, and IUP email address. Then click “Submit.”

10. Under Question 1 on the “Select Curriculum” page, select Option 2 “Social, Behavioral, and Educational Researchers” if you are working with human subjects and unless you are told by your Advisor to select a different option. If you are working with animal subjects, select Option 4 “No human research subjects course needed at this time.”
11. Under Question 2 on the “Select Curriculum” page, select “Not at this time, Thank you.” Select this option unless your Advisor tells you otherwise as this applies to specific externally funded projects.

**Question 2**

**Responsible Conduct of Research**

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

*This question is required. Choose one answer.*

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- **Not at this time, Thank you.**

12. Under Question 3 on the “Select Curriculum” page, select “No.” Select this option unless your Advisor tells you otherwise as this applies to specific externally funded projects.

**Question 3**

**Conflict of Interest Course**

Would you like to take the Conflict of Interest Course? [Note: This course is required for recipients of PHS funds; it is encouraged for all other grantees]

*This question is required. Choose one answer.*

- Yes
- **No**
13. Under Question 4 on the “Select Curriculum” page, select “No, thank you” if you are working with human subjects or one of the other options if you are working with animal subjects. Check with your Advisor as necessary.

14. Under Question 5 on the “Select Curriculum” page, select “Not at this time.” Select this option unless your Advisor tells you otherwise due to international travel or working with international collaborators.
15. Under Question 6 on the “Select Curriculum” page, select “No, thank you.” Select this option unless your Advisor tells you otherwise as this applies to specific externally funded projects.

**Question 6**

**Biosafety/Biosecurity**

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

This question is required. Choose one answer.

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- **No, thank you.**

16. Under Questions 7 on the “Select Curriculum” page, select “Not at this time.” Select this option unless your Advisor tells you otherwise.

**Question 7**

**Good Clinical Practice (GCP)**

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- **Not at this time.**

17. Click **Submit**
18. You can now begin any of the Courses to which you have been assigned. Completion can be accomplished across multiple days. You do not need to complete them all in one session.

- You are now enrolled in the course(s) you selected.
- Your registration has been completed successfully.

![Course Enrollment Screen](image)

**Active Courses**

You have no active courses for this institution.

**Courses Ready to Begin**

Indiana University of Pennsylvania

Social, Behavioral, Educational Researchers
Stage 1 - Basic Course

0 / 11 modules completed  
[Start Now]

19. Upon completing a Course, you will receive a completion certificate. Save that for when you need to provide those certificate(s) to the IRB/IACUC.

![Completion Certificate](image)

*(the image above is one example; your certificate(s) may be somewhat different)*