CITI Research Compliance Training

Registration Instructions

: Go to www.citiprogram.org and click on the "Register" button located next to the blue login box to the right of the homepage.

The next steps are numbered 1-7. These steps will collect information to register 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 the Terms of Service". - Click "Continue to create your CITI username/password".
Step 2	- Enter your information in the appropriate boxes above using 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 TCY. You 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 information. Only the boxes with the red asterisk are required. - Click "Continue to Step 5".
Step 5	- JU's Office of Research does not require that you maintain CE Credits; however, if you choose "Yes" as your answer, you will have the ability to request and personally pay for those credits at a later date if you decide you need them. Choosing "Yes" does not obligate you in any way, it only makes them accessible to you. - You may choose to allow CITI Program to 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 in human subjects research" using the drop

down button. FYI – These fields are a template of CITI, so please do NOT put an Employee number as 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 based on your learner group

☐ Social-Behavioral-Educational Researcher (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