

CITI New User Instructions

Step 1: Go to <https://about.citiprogram.org/>

Step 2: Click “Register” in the top right side of the header.

Step 3: Click “Select your Organization Affiliation”

- Type “College of Charleston”
- Select “College of Charleston” from the dropdown menu.
- Click “Create a CITI Program Account”

Step 4: Fill in the required fields about your personal information (First Name, Last Name, Email Address, Verify Email Address).

- Click “Continue to Step 3”

Step 5: Create your username and password.

- Note: This does not need to match your College of Charleston login credentials. If you forget your password or username, you can retrieve them on the login page.
- Click “Continue to Step 4”

Step 6: Type “United States” in the Country of residence field.

- Select “United States” from the dropdown menu.
- Answer the following question.
- Click “Continue Registration”

Step 7: Select “No” for the question “Are you a licensed professional who would like to earn CE credits?”

Step 8: Click “Submit”

Step 9: Fill out required fields.

- Click “Next”

Step 10: Answer questions 1-5 to enroll in the appropriate course(s). See the below information about selecting the best course(s) for your research needs.

- Click “Next”

Your registration is complete

Navigating CITI

- Main Menu → Profile
 - Click on the User ID dropdown menu (top right) to view Profiles, Preferences, Purchases, and Log Out.
- Main Menu → My Courses
 - Under the 'My Courses' Tab, click 'View Courses' to view and add Institutional Courses.
- Main Menu → My Courses
 - Click 'Add a Course' to search and enroll in College of Charleston's institutional courses.
 - Also, view the 'Learner Tools for College of Charleston' pane to add a course, view completed coursework, and update profile.
- Main Menu → My Records
 - Under the 'My Records' Tab, view previously completed coursework.

Selecting the Appropriate CITI Course for Your Research Needs

What if I only need the CITI training for a research methods class?

- Select Yes to question 1-Human subjects research then select the course for Research Methods class only. Note that this course is not sufficient for an IRB submission.

What is required to submit to the IRB?

- For most, the Basic course is appropriate. The Exempt course if you are only submitting an application that falls under 1 of the exempt categories. If you are working with special populations like research in schools, research with children (outside of schools), international research, research with vulnerable participants, research with prisoners, research in medical settings, or research in the workplace, then select that course in addition to the Basic course.

What is required to submit to work with animals?

- Faculty researchers are expected to have animal research training but are not required to take the CITI course before submitting an application to the IACUC, however it is recommended. All students working with animals are required to take

the Students Working with Animals course in addition to the species-specific course.

- Students serving as a PI on an IACUC application must complete the CITI training prior to IACUC submission. Students working on a faculty's research or teaching protocol must take the CITI training prior to handling any live animals, but the CITI certification only needs to be submitted with each annual report, not at the time of submission.
- If you are working with any of the following animals, you will also need to check the box next to the species in order to take the animal-specific course: amphibians, fish, mice, rats, reptiles, and zebrafish.

What if my research involves Biohazards?

- Contact compliance@cofc.edu for assistance.

Do I need to take the Responsible Conduct of Research (RCR) course in order to conduct research at CofC?

- Only if the research is federally funded, and the RCR training is required by the funder. All investigators and students working on federally funded grants (NSF, NIH) are required to take the training prior to working on the research.

What training do I need if the research is federally funded?

- Contact ORGA to confirm if the funding agency requires RCR and/or FCOI training.

