

CITI REGISTRATION AND INFORMATION

The Collaborative Institutional Training Initiative (CITI), a division of BRANY, offers web-based training packages on issues relating to research. The University of South Carolina (USC) has contracted with CITI to provide training for our investigators, students, and trainees in the areas of Human Subjects Training (HST), Responsible Conduct of Research (RCR), Conflict of Interest, Good Clinical Practice, and Health Information Privacy Security and Export Compliance.

CITI REGISTRATION

- Go to www.citiprogram.org
- Click “Register”
- Step 1 TYPE in the University of South Carolina and check the box next to I Agree
- Step 2 Enter your name along with your USC email address.
- Step 3 Enter username and password and security questions and answer.
- Step 4 Enter USA.
- Step 5 Mark “No” to the Continuing Education Unit CEU credit. There is a fee for the CEU, which is paid by the individual requesting the CEU.
- Step 6 Each institution/organization determines the fields to be listed on this screen and what information is required or optional.
- Step 7 The questions listed on this screen are set up based on the institution/organization’s specific courses. After selecting the required course, click on Finalize Registration.

Your learner account registration is complete. Access the Main Menu of your account and click on the name of the course to begin. If you need to change your course registration, click on Add a Course or Update Learner Group.

For the Human Subject Training certification information to upload automatically in the eIRB system, your USC name and email address must match in both the CITI and the eIRB systems.

On the Curriculum screen, Question 1 pertains to Human Subjects Training. Question 2 pertains to RCR. Select the course closest to the NSF grant or your discipline.

The other questions on the curriculum screen do not apply to human subjects or RCR training; therefore, mark questions as either “No” or “Not at this time.”

CITI has a Support Center, please direct your questions about the CITI site to their Help Desk at (888)529-5929, or email support@citiprogram.org.

If you have questions concerning the University of South Carolina training requirements contact the Office of Research Compliance.

FREQUENTLY ASKED QUESTIONS

HOW MUCH TIME WILL IT TAKE?

Most modules take approximately 10 – 20 minutes to complete depending on you experience with research issues, total time to complete training, approximately 3 – 5 hours. Researchers familiar with the topics may require less time to complete all the required modules. You do not have to complete all the modules at one time. CITI is designed so you can work at your own pace; you can exit and return to the modules as time permits.

WHAT IS THE PASSING SCORE ON THE QUIZZES?

The modules run sequentially in a Group linear fashion with each module having text and a quiz. DO NOT exit

the program, if you have received a low score on a quiz, go back, review the text, and retake the quiz. You can take the quiz as many times as needed to increase the score to a passing grade. If you exit the program with a low quiz score, you cannot change that quiz score. After completing all quizzes, you must receive an overall score of 80% to receive a Course Completion Certificate.

HOW WILL THE USC OFFICE OF RESEARCH COMPLIANCE KNOW WHEN THE TRAINING HAS BEEN COMPLETED?

When you have completed the required modules, a Completion Report link will become available to the USC Office of Research Compliance and your score will be recorded. The CITI system will allow you to print a copy of your certification.

IS THERE A FEE?

USC pays an annual fee for all USC users. An individual USC user will not be charged, unless, the training is for a continuing medical education credit.

HOW DO I CHANGE MY USERNAME OR PASSWORD?

Log on to the CITI course site. Go to the Learner's Main Menu and follow the link to "Change login information."

WHAT IF I FORGOT MY USERNAME AND/OR PASSWORD?

You may utilize the automated username/password retrieval system by clicking on the "Forgot login information" link on the CITI Home Page. **DO NOT REGISTER A NEW ACCOUNT**, because you will not be able to access your previously completed modules, nor will CITI be able to merge any new accounts with previously existing accounts.

WHEN DO I HAVE TO RENEW MY TRAINING?

Human Subjects Training Refresher is required every three years. There is no requirement to renew the Responsible Conduct of Research (RCR) Training course, currently.

HOW DO I CHANGE MY CURRICULUM OR ENROLL IN ANOTHER CITI COURSE?

Login to the CITI site and go to the Learner's Main Menu. Click on "Add a course or update your learner groups." Click on "Update Groups" and choose the new module group you would like to complete. Click continue to go back to the Learner's Main Menu, select the link beside "Human Subjects Research," "Responsible Conduct of Research," or "Conflict of Interest," which should say "Incomplete –Re-enter." A new set of modules will appear in sequential order. You must complete "The Integrity Assurance Statement" before you can proceed to the first module.

IF I AM COLLABORATING WITH AN INVESTIGATOR AT ANOTHER CITI MEMBER INSTITUTION, IS THERE A WAY FOR ME TO MEET THE REQUIREMENTS OF BOTH INSTITUTIONS WITHOUT "RETAKE" MODULES?

Yes. Use the link on the "Learner's Main Menu" to "Affiliate with another institution." This will permit you to enroll with another member institution. The software will merge the required curriculum from all organizations and present the curriculum in the grade book. The curriculum will only transfer to the newest institution, if the lifetime of the module has not expired. The transfer period is only half of the renewal period. In addition, besides the basic modules required by federal agencies, each institution has individual requirements that must be met as well; therefore, you may be required to complete additional modules for that institution. When the requirements for each institution have been met, both institutions will be able to verify that training has been completed.