




Responsible Conduct of Research CITI Course Completion Instructions

1. Go to <http://www.citiprogram.org/>
2. Click  **New Users** [Register Here](#)
3. On the **Complete Registration Steps** page, complete the following questions:
 - Section 1: Select **Valdosta State University** as the participating institution. Leave the other fields blank.
 - Section 2: Create your Username and Password.
 - Section 3: Select a security question and create your answer.
 - Section 4: Enter your name.
 - Section 5: Enter your VSU email address. You may also enter an alternate email address.
 - Section 6: Select "No" regarding CME credits.
 - Section 7: Select an answer regarding course survey.

Click "Submit"

4. On the **Member Information** page, fill in the required fields. Students must also include their permanent mailing address.



Click "Submit"

5. On the **Select Curriculum - Valdosta State University** page:
 - A. To sign up for required training for **research involving human participants**:
 - 1) In Question Number 1, you must check **Mandatory IRB Training for VSU Researchers**. It is recommended that you also check **IRB Reference Resource** so that you may easily return to the modules at a later date.
 - 2) In Question Number 2, check **I have not previously completed an approved Basic Course**.
 - B. To sign up for training in the **responsible conduct of research**:
 - 1) In Question Number 3, select the discipline area appropriate for your research
(Special Note: If you do not wish to add a Responsible Conduct of Research course to your curriculum, you must select the Not at this time response.)
 - C. To sign up for training for **use of animals in research or instruction**:
 - 1) In Question Number 4, check "Working with the IACUC Course."
 - 2) Check the third box if you plan to conduct major survival surgery or non-survival surgeries in non-rodent species.
 - 3) Check the species specific electives appropriate to your work with animals.

Click “Continue”

(Special Note: You may sign up for more than one type of training at this time, or you may return to the CITIProgram site later, sign in, and add additional courses to your Learner Groups.)

6. On the **Select your institution or organization** page:
Click “No.” (Do not affiliate with another institution or organization)
7. On the **Main Menu** page, you will see a listing of the courses to which you have subscribed that looks like the following:

You have enrolled in the following courses:			
 My Courses	Status	Completion Reports	 Voluntary Satisfaction Survey
IRB Basic, Basic Course	Not Started - Enter	Not Earned	Not Available
IRB Reference Resource, Basic Course	Not Started - Enter	Not Earned	Not Available
Social and Behavioral Responsible Conduct of Research Course 1., Basic Course	Not Started - Enter	Not Earned	Not Available

For the basic training required by the IRB (IRB Basic, Basic Course), click “Enter” under “Status.”



8. On the **Gradebook – Required Modules** page, click on **The Integrity Assurance Statement**, read it, and signify compliance before beginning the modules. Then complete the nine “Required Modules.”

(Special Note: The VSU Institutional Review Board (IRB) requires a minimum score of 80% on the quiz for each required module. If you have not attained this score, please review the module again and retake the quiz until you have scored at least 80%.)

9. After you complete the Required Modules, scroll down to see a listing of Optional Modules. If you have checked any special target population(s) in Question 5 of the IRB Application, complete the applicable “optional” modules.

(Special Note: Although the CITI website indicates that these modules are “optional” and not counted for credit, the VSU IRB Board requires completion of these modules when the research involves any of the special populations or activities listed. Researchers must attain a score of at least 80% on the quiz for each applicable module.)

10. To print a completion certificate, return to the **Main Menu** (click on Main Menu button at the top of the **Gradebook** page). Click on **“Print” under Completion Reports** for the “IRB Basic, Basic Course.”
11. To complete other courses (such as Responsible Conduct of Research) to which you have subscribed, return to the **Main Menu** and select another course.

12. To subscribe to other research ethics courses or to complete optional modules at a later date, sign on to CITI. On the [Main Menu](#), select  **Add a course or update your learner groups for Valdosta State University**. Select the course you wish to add.
13. To view and/or print a copy of all the modules you have completed, go to the [Main Menu](#), click on  **Previous Coursework completed**. You may also save this page as a .pdf file or cut and paste the contents into a Word document.