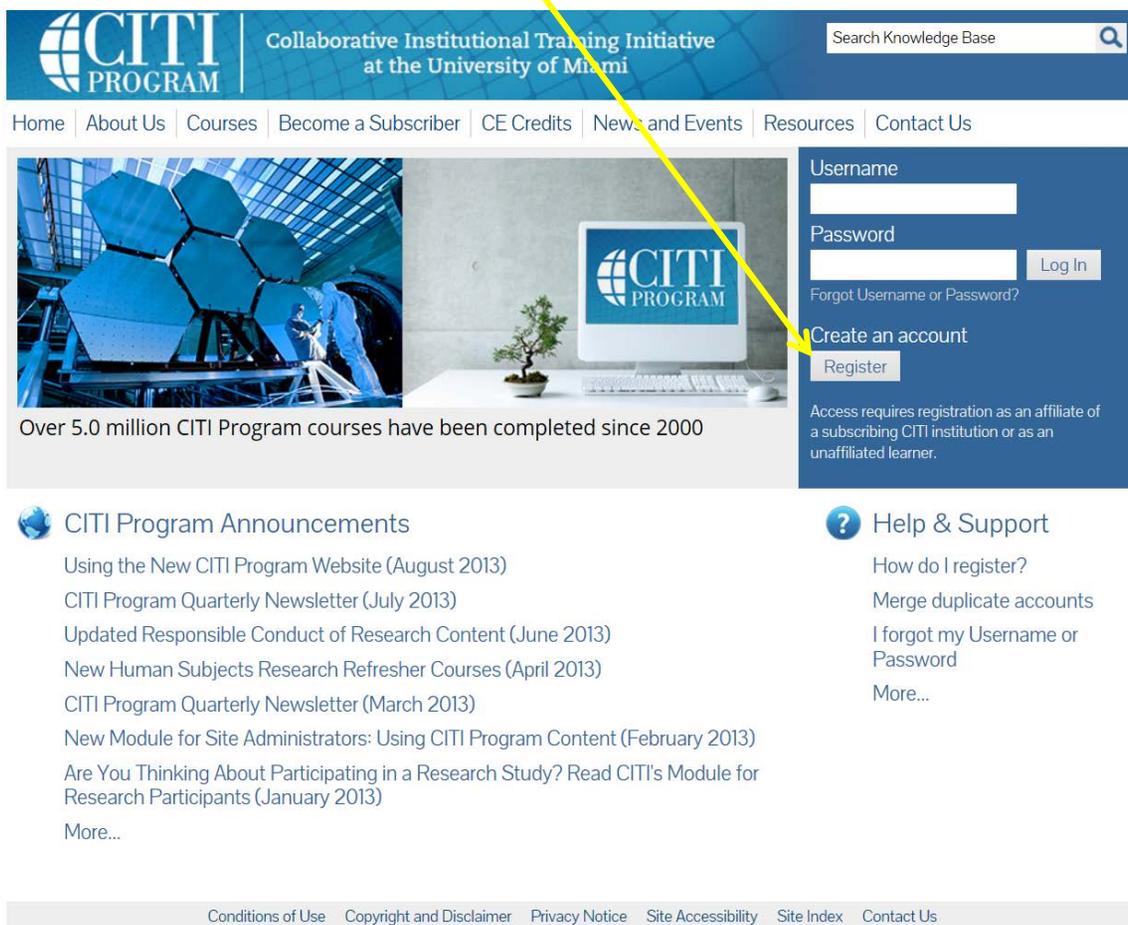


INSTRUCTIONS FOR COMPLETING CITI TRAINING MODULES REQUIRED BY DEPARTMENT OF THE NAVY

(At this time, there is no “refresher” course for Navy. Simply repeat the original modules every three years).

Log on to the CITI site at www.citiprogram.org, which is also linked from the Research Integrity webpage at www.researchintegrity.gatech.edu. If you don't already have an account, CLICK “REGISTER” and follow the online steps. Current users should enter their user name and password to log in.



The screenshot displays the CITI Program website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is located in the top right. Below the header is a navigation menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The main content area features a large image of a computer monitor displaying the CITI PROGRAM logo, with a small potted plant on the desk. To the right of the image is a login and registration form. The form includes fields for "Username" and "Password", a "Log In" button, and a link for "Forgot Username or Password?". Below these is a "Create an account" section with a "Register" button. A yellow arrow points from the text above to the "Register" button. Below the main content area, there are two columns of links: "CITI Program Announcements" and "Help & Support". The footer contains links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".

Over 5.0 million CITI Program courses have been completed since 2000

Username

Password

[Forgot Username or Password?](#)

[Create an account](#)

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

[CITI Program Announcements](#)

- [Using the New CITI Program Website \(August 2013\)](#)
- [CITI Program Quarterly Newsletter \(July 2013\)](#)
- [Updated Responsible Conduct of Research Content \(June 2013\)](#)
- [New Human Subjects Research Refresher Courses \(April 2013\)](#)
- [CITI Program Quarterly Newsletter \(March 2013\)](#)
- [New Module for Site Administrators: Using CITI Program Content \(February 2013\)](#)
- [Are You Thinking About Participating in a Research Study? Read CITI's Module for Research Participants \(January 2013\)](#)

[More...](#)

[Help & Support](#)

- [How do I register?](#)
- [Merge duplicate accounts](#)
- [I forgot my Username or Password](#)
- [More...](#)

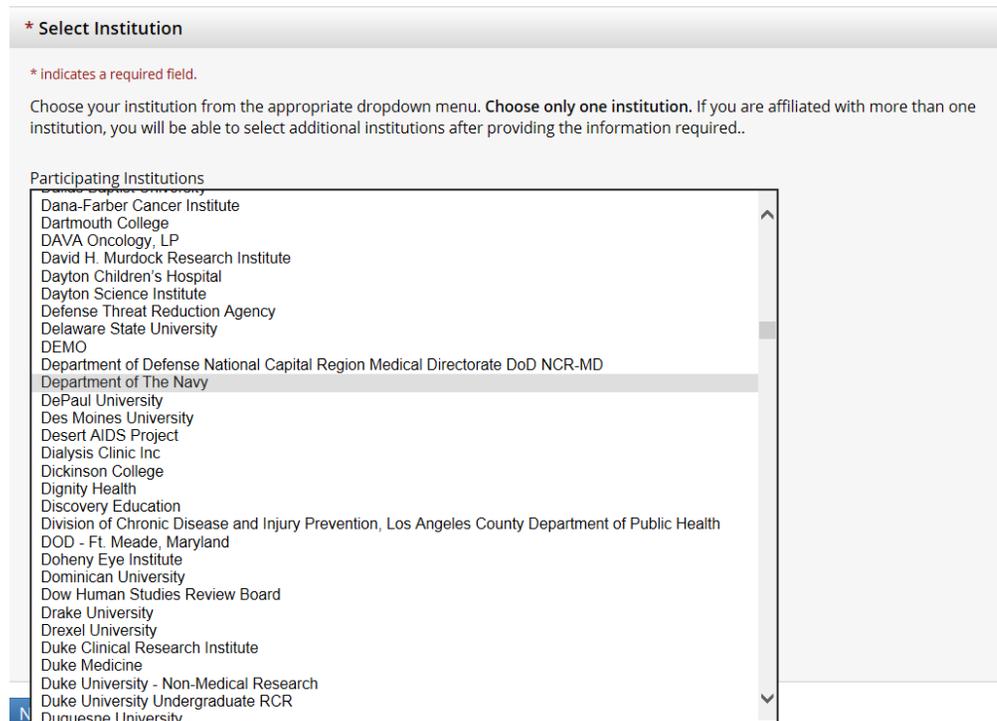
[Conditions of Use](#) [Copyright and Disclaimer](#) [Privacy Notice](#) [Site Accessibility](#) [Site Index](#) [Contact Us](#)

RETURNING USERS will see the MAIN MENU after logging in. Users who have several affiliations will see those displayed here. Users who don't yet have a Navy account should select "CLICK HERE TO AFFILIATE WITH ANOTHER INSTITUTION."



The screenshot shows the top navigation bar of the CITI PROGRAM website. On the left is the CITI PROGRAM logo. To its right is the text "Collaborative Institutional Training Initiative at the University of Miami". Further right is a search box labeled "Search Knowledge Base". Below the header is a horizontal menu with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". Underneath this is a "Main Menu" section containing a vertical list of blue buttons with white text, each preceded by a right-pointing arrow. The buttons are: "CITI Animal Care and Use Courses", "DEMO Courses", "Department of The Navy Courses", "Emory University Courses", "Georgia Institute of Technology Courses", "PRIM&R MEMBER Courses", "U.S. Air Force Research Laboratory Courses", and "Click here to affiliate with another institution".

Choose DEPARTMENT OF THE NAVY from the drop-down list. Then enter your personal information on the following screens to establish a user name and password. You may complete an optional profile. *Please utilize your Georgia Tech email for your profile.*



The screenshot shows a web form titled "* Select Institution". Below the title is a red asterisk and the text "* Indicates a required field." Below that is a paragraph of instructions: "Choose your institution from the appropriate dropdown menu. Choose only one institution. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required..". Below the instructions is a section titled "Participating Institutions" which contains a scrollable list of institution names. The list includes: Dana-Farber Cancer Institute, Dartmouth College, DAVA Oncology, LP, David H. Murdock Research Institute, Dayton Children's Hospital, Dayton Science Institute, Defense Threat Reduction Agency, Delaware State University, DEMO, Department of Defense National Capital Region Medical Directorate DoD NCR-MD, Department of The Navy (which is highlighted), DePaul University, Des Moines University, Desert AIDS Project, Dialysis Clinic Inc, Dickinson College, Dignity Health, Discovery Education, Division of Chronic Disease and Injury Prevention, Los Angeles County Department of Public Health, DOD - Ft. Meade, Maryland, Doheny Eye Institute, Dominican University, Dow Human Studies Review Board, Drake University, Drexel University, Duke Clinical Research Institute, Duke Medicine, Duke University - Non-Medical Research, Duke University Undergraduate RCR, and Durgesse University.

If you wish to receive Continuing Education Units (CEUs), you can so indicate here or select the option to decide later.

* indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

- Yes
- No
- Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

- AMA PRA Category 1 Credits
- Nurses (CNE Credits)
- Other
- Psychologists (CEP Credits)

*** Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ**

- Yes
- No
- Not sure. Ask me later

Continue to Step 6

Next, "CITI Course Enrollment Procedure" Check the box to indicate you will conduct human subjects research:



I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.

Select Curriculum - Department of The Navy

* Indicates a required field.



CITI Course Enrollment Procedure

CITI provides courses in Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research. The Department of the Navy has established several requirements and instructional obligations.

- You will answer a few questions about your role in research in the Navy.
- Your responses will determine the curriculum for the courses you are going to take.
- Please read the questions and responses carefully to make the best choice.

Human Subjects Protection Course:

- If you have **NOT** completed a CITI course at this institution previously, you may be required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the **CITI Re-refresher course now**.
- You may be able to fulfill your Refresher Course obligation with the **CITI Good Clinical Practice Course**. Please consult your Command office.

For more detailed information review the instruction's page of your institution. This page is available as a link at the top of this page.

CITI Curriculum Selection

- You may enroll in multiple courses. The Navy may provide you with some options.
- You can take the courses sequentially or in parallel.
- You should use multiple login sessions.

Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "Learner Main Menu" to come back here to change or update your course selections.

CITI Course Enrollment Questions

- Is your human subjects research activity Social and Behavioral Research? If YES, Go to Question 1, now.
- Is your human subjects research activity Biomedical? If YES, Go to Question 2 now.
- Are you a Navy Midshipman, required to take the Midshipman's Course? If YES, Go to Question 3 now.
- Are you an Ombudsman for a group of subjects, required to take the Ombudsman's Course? If YES, Go to Question 4 now.
- The **Lab Animal Welfare** course is now available. If you are required to complete this course, Go to question 5.
- The **Good Clinical Practice** (El curso de Buenas Practicas Clinicas; Curso Boas Práticas Clínicas) course is now available for all DoN personnel. If you are required to complete this course, Go to question 7.

[View instructions page](#)

* Answer the following questions carefully. The software will then present the course(s) that you are required to complete.

What kinds of research are you conducting?
Choose all that apply.

- I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.
- I am conducting or plan to conduct or am otherwise involved in studies with laboratory animals.
- I am a **Midshipman at the USNA** and I am required to complete the CITI basic course for Midshipman.
- I am the designated **Ombudsman** for a protocol and I am required to complete the Ombudsman course.
- I am wanting to take courses in **Spanish**.
- I am wanting to take the **Financial Conflict of Interest** course.

[Next](#) [Start Over](#)

Next, select either The Social and Behavioral Sciences or The Biomedical Sciences curriculum, then click NEXT.

Select Curriculum - Department of The Navy

* indicates a required field.

* What is your research focus? Biomedical or social and behavioral sciences.

If your research involvement is with both Social and Behavioral Sciences and Biomedical Sciences, choose "The Biomedical Sciences."
Choose all that apply

The Social and Behavioral Sciences.

The Biomedical Sciences

Next Start Over

On this screen, select your curriculum. Researchers should select DON-Supported Extramural Performers, then click NEXT.

Main Menu > Add Course/Update Learner Groups

Select Curriculum - Department of The Navy

* indicates a required field.

* What is your role in social and behavioral research for the Department of the Navy?
Choose one answer

No, This is not applicable to me.

Senior Navy and Command Leadership - SBR: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Research (CNR) and Command Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-In-Charge (OICs) **Social and Behavioral Research Focus.**

Directors, Chairs and Managers - SBR: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors, Division Directors and Program Officers. **Social & Behavioral Research Focus.**

Investigators and Key Research Personnel - SBR: Investigators and Key Personnel: Principal investigator, associate investigators, co-investigators, sub-investigators, site investigators, medical monitors or other key personnel who are responsible for designing and conducting human subjects research. **Social and Behavioral Research Focus.**

Scientific Review Personnel - SBR: Scientific Review Personnel: Chairs, Members, and Reviewers: Chairs and members of committees, panels, or individuals that provide a scientific review. **Social and Behavioral Research Focus.**

IRB Chairs, Vice Chairs and Members - SBR: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with **Social & Behavioral Research Focus.**

DON HRPP and IRB Staff - SBR: HRPP Staff & IRB Staff: Staff that support the institution's HRPP and IRB, including legal counsel directly supporting the HRPP and the IRB. **Social and Behavioral Research Focus.**

Research Coordinators and Administrators - SBR: Research Coordinators, Study Coordinators, Clinical Coordinators and staff that serve as research coordinators or research administrators. **Social and Behavioral Research Focus.**

Research Support Personnel - SBR: Research Support Personnel: Those who conduct clinical or research procedures; provide support to review committees; are responsible for access and release of private identifiable information, e.g., records personnel; information system personnel; individuals conducting procedures (laboratory, pharmacy, and radiology); legal counsel; grants and contracts personnel; privacy officers. **Social and Behavioral Research Focus.**

DON-Supported Extramural Performers: DON-Supported Extramural Performers - Social and Behavioral Research

DON Human Research Protections Officials

Next Start Over

If your work is clinical, select the Good Clinical Practice course. If not, select NO, NOT AT THIS TIME. Then click NEXT.

Select Curriculum - Department of The Navy

* indicates a required field.

* Are you required to complete the CITI Good Clinical Practice course for the Department of the Navy?
Choose one answer

No, not at this time.

Yes, Complete the CITI GCP Course for DoN in English

El curso de Buenas Practicas Clínicas en Español.

Curso Boas Práticas Clínicas - em Português.

Next Start Over

You are not required to complete the Responsible Conduct of Research modules for the Navy. Select NO, NOT AT THIS TIME, then click NEXT.

Select Curriculum - Department of The Navy

* indicates a required field.

* Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?
Choose one answer

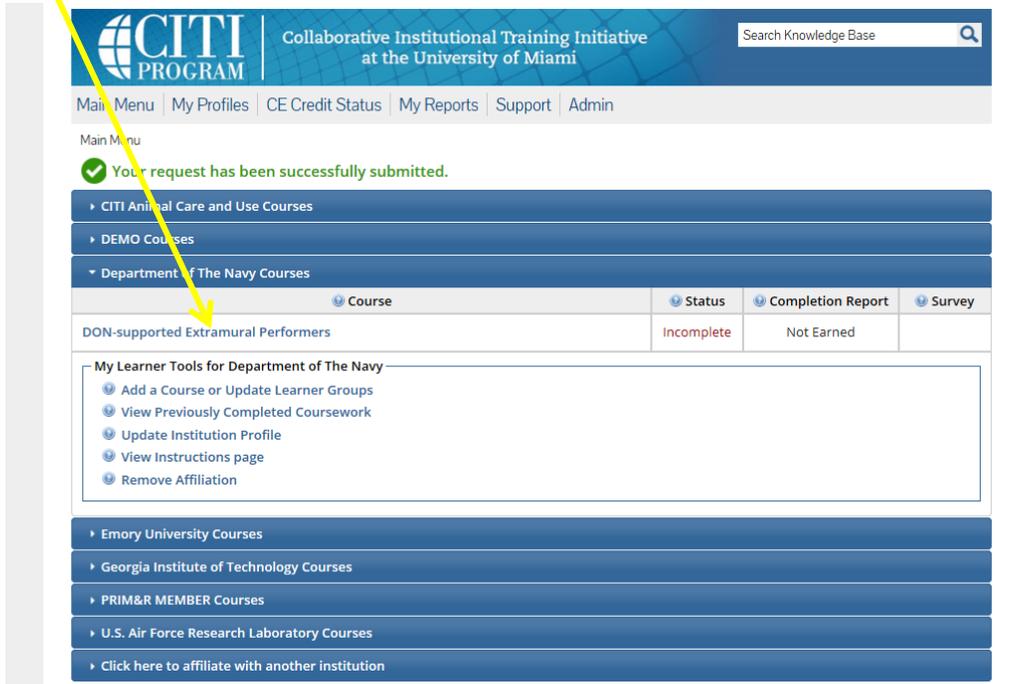
No, not at this time.

Yes, I need to take Responsible Conduct of Research for Biomedical Investigators

Next Start Over

The Main Menu will reappear, and the new course(s) will be linked from this screen.

Click **DON-Supported Extramural Performers** to start the modules.



The screenshot shows the CITI PROGRAM interface. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the navigation bar, there are links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". A green notification icon indicates "Your request has been successfully submitted." Below this, there are several course categories: "CITI Animal Care and Use Courses", "DEMO Courses", and "Department of The Navy Courses". The "Department of The Navy Courses" category is expanded, showing a table with columns for "Course", "Status", "Completion Report", and "Survey". The table contains one row for "DON-supported Extramural Performers" with a status of "Incomplete" and "Not Earned". Below the table, there is a section titled "My Learner Tools for Department of The Navy" with a list of tools: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom, there are more course categories: "Emory University Courses", "Georgia Institute of Technology Courses", "PRIM&R MEMBER Courses", "U.S. Air Force Research Laboratory Courses", and "Click here to affiliate with another institution". A yellow arrow points from the text above to the "DON-supported Extramural Performers" row in the table.

When the required modules are completed, print your completion report and email it to irb@gatech.edu. (The Office of Research Integrity Assurance cannot access the Navy's CITI records for you). Completions will be recorded in IRBWISE by the Office of Research Integrity Assurance only if you are named in an IRB protocol. You may log in to CITI at any time to see and re-print your records. For assistance, call 404.894.6949.