

CITI Training:

Accessing CITI for Additional Training

MIT utilizes the CITI program for three types of training:

- Ethical Use of Human Subjects in Research (IRB)
- Responsible Conduct of Research (RCR for NSF)
- NIH/PHS Conflicts of Interest (for NIH/PHS Investigators)
- Laboratory Animal Research


You must log into training through [MIT's website](#) to ensure that you are properly associated with MIT and your training records are transferred. The log on is certificate based.

Accessing the CITI Site for the First Time

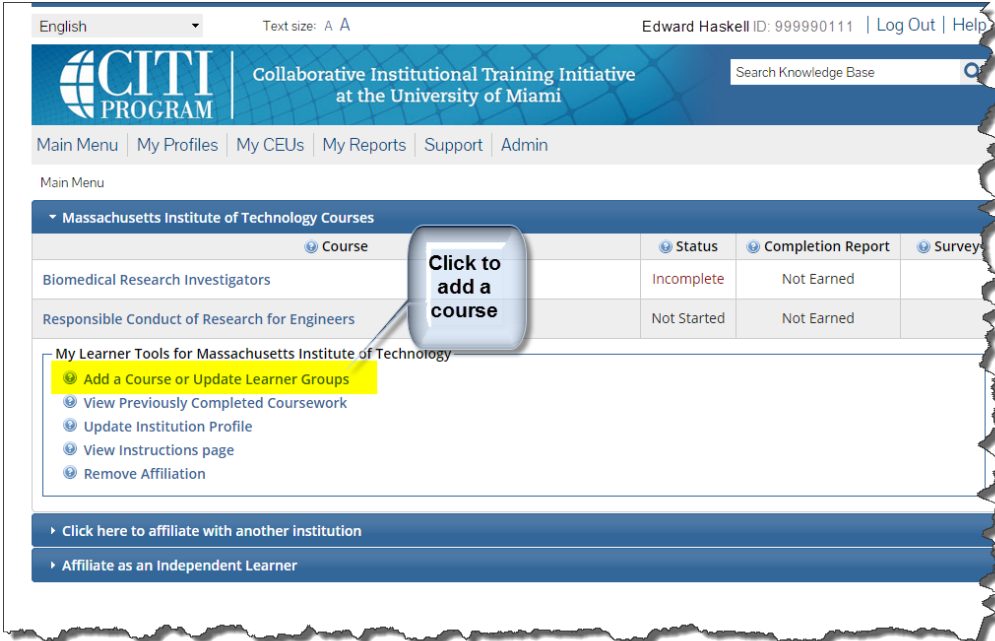
1. Access the CITI site by [clicking this link](#). You will be authenticated using your MIT certificates.

To Start the Course

After you enter CITI through the MIT portal, you will be brought to the **Main Menu**. This page lists your training courses. The Main Menu also provides a number of **Course Utilities** designed to help you.

 **Note:** You may also affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions. The link "**Add a course or update your learner groups**" will take you to the enrollment questions and permit you to change your "**Learner Group**" by providing new responses to the enrollment questions.

1. The blue link "**Add a course or update your learner groups**" will permit you to **Begin/Continue the Course**.



Course	Status	Completion Report	Surveys
Biomedical Research Investigators	Incomplete	Not Earned	
Responsible Conduct of Research for Engineers	Not Started	Not Earned	

My Learner Tools for Massachusetts Institute of Technology

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click here to affiliate with another institution

Affiliate as an Independent Learner

2. You will be prompted to select a curriculum that will enroll you in the Learner Group appropriate for your interests or role. MIT offers four types of training: **Ethical Use of Human Subjects in Research (IRB)**, **Responsible Conduct of Research (RCR for NSF)**, **Laboratory Animal Research**, and **NIH/PHS Conflicts of Interest** (for NIH/PHS Investigators and highlighted below):

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Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu > Add Course/Update Learner Groups

Select Curriculum -

* indicates a required field.

Curriculum for the Massachusetts Institute of Technology

Please note: You may enroll in **IRB**, **RCR**, **PHS COI** and **IACUC** courses as required.

- To take **IRB** courses, you must answer questions 2 and 3 (Orange section)
- To take **RCR** courses you must answer question 4 (Blue section)
- To take **COI** courses you must answer question 5 (Green section)
- To take **IACUC** courses you must answer question 6 (Red section)

MAKE SURE YOU ARE REGISTERING FOR THE CORRECT COURSE

Question 1

The Protections of Human Participants (IRB)

For new trainees requiring IRB courses, select the group most appropriate to your research activity:

3. To add the NIH/PHS Conflict of Interest Course, click the Yes radio button:

Question 5

Would you like to take the NIH/PHS Conflict of Interest Course?

Choose one answer

Yes

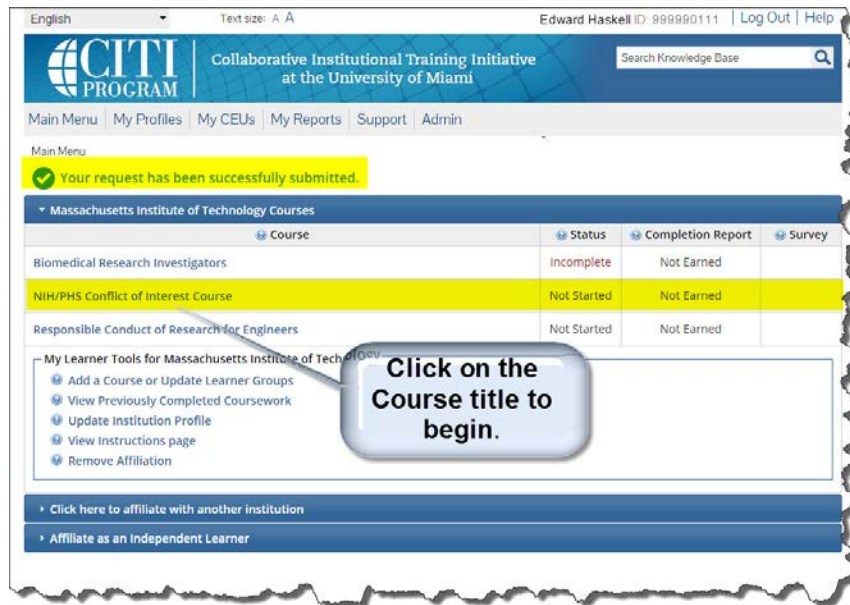
No

NIH Investigators:
Select the **Yes** for question "Would you like to take the NIH/PHS Conflict of Interest Course"?

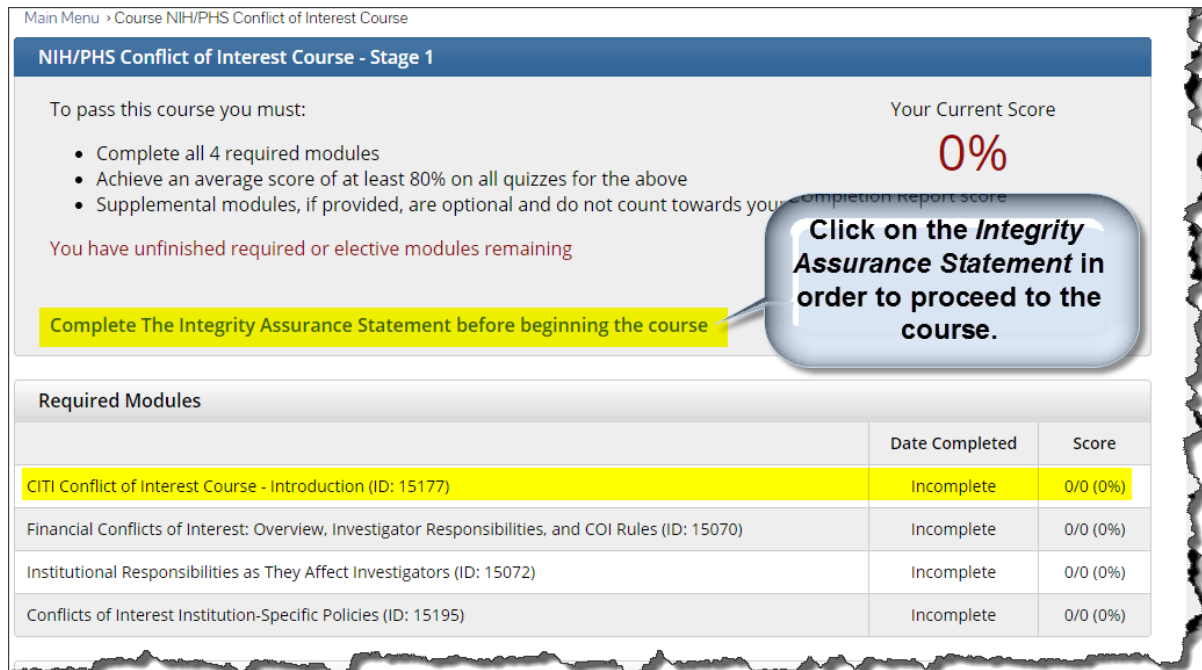
Question 6

Laboratory Animal Research

4. The landing page will then open, verifying that you have added the course. You will then click on the course title:



- When you click on a course, you will be presented with a list of **Required Modules** and **Supplementary Modules**.
- Complete The **Integrity Assurance** module presented at the top of the Required Modules. The system will allow you to start taking the courses after completing it.



7. When prompted, select the **Agree** radio button to accept the CITI Program conditions of use.
8. You will now be able to begin the course by **clicking on the course title in bold**.

1.

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Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu > Course NIH/PHS Conflict of Interest Course

NIH/PHS Conflict of Interest Course - Stage 1

To pass this course you must:

- Complete all 4 required modules
- Achieve an average score of at least 80% on all quizzes for the above
- Supplemental modules, if provided, are optional and do not count towards your Completion Report score

Your Current Score **0%**

You have unfinished required or elective modules remaining

The link for the course is now active and you can begin.

Required Modules

	Date Completed	Score
CITI Conflict of Interest Course - Introduction (ID: 15177)	Incomplete	0/0 (0%)
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (ID: 15070)	Incomplete	0/0 (0%)
Institutional Responsibilities as They Affect Investigators (ID: 15072)	Incomplete	0/0 (0%)
Conflicts of Interest Institution-Specific Policies (ID: 15195)	Incomplete	0/0 (0%)

Supplemental Modules

	Date Completed	Score
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules		
Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest (ID: 15073)	Incomplete	0/0 (0%)

NOTE: When going through the training, if there is no activity, the session will be timed out and it will try to log back in with a CITI user name and password. To get back into your session you will need to go back in through [this link](#).

1. Complete all *Required Modules* and associated quizzes.
2. Complete *Optional Modules*.
3. Once the course has been passed and completed, there is an option to submit a voluntary, anonymous user satisfaction. You may also elect to return back to the Main Menu.
4. You may print your completion report through the link: **Print** in the *Main Menu*.

To Complete a Course

The minimum *passing* aggregate score for quizzes is **80**. A running tally is compiled in the **Grade Book**. If you want to improve a score on a quiz, you may repeat any quiz in which you did not score 100 % correct.

1. Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report.

Getting help

CITI Support Desk

1-888-529-5929

1-305-907-3100

citisupport@med.miami.edu

Research Administration Support Team

ra-help@mit.edu

Include your **Name**, **Contact information**, and a brief description of the difficulty you are experiencing.