

Accessing the CITI Site for the First Time

MIT utilizes the CITI program for two types of training: Ethical Use of Human Subjects in Research and Responsible Conduct of 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.

You may access the CITI site by going to <http://coeus.mit.edu/coeus/citi/CitiLogin.jsp>

To Start the Course

1) After you enter CITI through the MIT portal you will be brought to the **Main Menu**. This page lists the courses you have chosen. 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.

2) The red link ([Add a course or update your learner groups](#)) will permit you to **Begin/Continue the Course**.


CITI Collaborative Institutional Training Initiative

[Resources](#)


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Main Menu

- This is the email address we have for you: kmgomes@MIT.EDU. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#)  | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)



Massachusetts Institute of Technology

 [View Massachusetts Institute of Technology instructions page](#)

Your enrollment with this institution is incomplete. [Click here](#) to complete your enrollment.

 [Add a course or update your learner groups for Massachusetts Institute of Technology](#)

Massachusetts Institute of Technology Learner Utilities

-  [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
-  [Update my profile information](#) for *Massachusetts Institute of Technology*

3) You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in human subject research/RCR.

Select Curriculum - Massachusetts Institute of Technology

[Review the Massachusetts Institute of Technology Instructions page.](#)

Curriculum for the Massachusetts Institute of Technology

Please note: You may enroll in both **IRB** and **RCR** training as required. Make sure you are registering for the correct course.

Learners for:

Question 1 The Protections of Human Participants (IRB)

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

Choose one answer

- Biomedical Research Investigators:
- Social & Behavioral Research Investigators:
- Data or Specimens Only Research:
- IRB Members

Question 2 The Protections of Human Participants (IRB) For refresher courses

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Participants:

Choose one answer

- Biomedical Research Investigators:
- Social & Behavioral Research Investigators:
- Data or Specimens Only Research:
- IRB Members:
- I have not previously completed an approved Basic Course.

Question 3 The Responsible Conduct of Research (RCR)

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 <http://coeus.mit.edu/coeus/citi/CitiLogin.jsp>

4) After completing the questions, click on “continue” to return to the main menu screen. A list of

Massachusetts Institute of Technology

[View Massachusetts Institute of Technology instructions page](#)

You have enrolled for the following courses:

| My Courses | Status | Completion Reports | CME/CEU Credits | Voluntary Satisfaction Survey |
|--|---------------------|--------------------|-----------------|-------------------------------|
| IRB Members, Basic Course | Not Started - Enter | Not Earned | N/A | Not Available |
| Responsible Conduct of Research for Administrators, Basic Course | Not Started - Enter | Not Earned | N/A | Not Available |

[Add a course or update your learner groups for Massachusetts Institute of Technology](#)

Massachusetts Institute of Technology Learner Utilities

Optional Modules (completion is completely voluntary and will not count toward a completed course)

6) Complete the **Integrity Assurance** module presented at the top of the modules. The system will allow you to start taking the courses after completing it.

CR# 4786825: Responsible Conduct of Research for Administrators Gradebook

To pass this course you must complete all the elective modules with a combined score of **80**. Your current score is **0**.

Elective Modules Required: 9 Completed: 0 **Date Complete**

Complete **The Integrity Assurance Statement** before beginning the course.

Introduction to the Responsible Conduct of Research Incomplete

7) Complete the required modules and associated quizzes.



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CR# 4786825: Responsible Conduct of Research for Administrators Gradebook

To pass this course you must complete all the elective modules with a combined score of **80**. Your current score is **0**.

Elective Modules Required: 9 Completed: 0 **Date Complete** **Sc**

| | |
|--|------------|
| Introduction to the Responsible Conduct of Research | Incomplete |
| RCR for Administrators - Collaborative Research | Incomplete |
| Introduction to the Responsible Conduct of Research for Administrators | Incomplete |
| RCR for Administrators - Conflicts of Interest | Incomplete |
| RCR for Administrators - Responsible Financial Management | Incomplete |
| RCR for Administrators - Mentor/Trainee Responsibilities | Incomplete |

8) Complete any **"Elective"** modules.

9) Once the course has been passed and completed, there is an option to submit a voluntary, anonymous user satisfaction. You can also elect to return back to the Main Menu.

[Take a survey](#)

[Go to the Main Menu](#)

[Submit a comment about this exam](#)

10) You may print your completion report through the link: "Print" in the Main Menu.

| My Courses | Status | Completion Reports |
|--|---------------------------------------|---------------------------|
| IRB Members, Basic Course | Incomplete - Re-enter | Not Earned |
| Responsible Conduct of Research for Administrators, Basic Course | Passed - 12/03/10 | Print |

To Complete the Course

The minimum "passing" aggregate score for the 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 didn't score 100 % correct.

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.