

Affiliating CITI RCR Training

Q. “Will RCR (Responsible Conduct in Research) training taken through CITI at another institution, prior to coming to MIT, be transferable if it satisfies the MIT requirement?”

A. YES

Q. “Can I affiliate this training with MIT?”

A. It depends – if the RCR training through CITI at another institution was successfully completed on or after November 2014, then yes, you will be able to affiliate this training with MIT. Please follow the below instructions.

However, if the RCR training through CITI at another institution was completed prior to November 2014, please submit your CITI training records to nsf-help@mit.edu. The NSF Liaison in OSP will review the training completed, and will let you know if MIT can accept this training, or if training may need to be re-taken.

Here is how to Affiliate Training:

1. Register with CITI through the MIT portal:

<http://osp.mit.edu/compliance/responsible-conduct-of-research-rcr/register-for-rcr-training>

- a. You will need an MIT personal certificate for authentication.
- b. Your member ID will appear at the top of the page once you click on this link and are logged into CITI.



The screenshot shows the CITI Program website interface. At the top right, the user is logged in as "Lennie Smalls ID: 78654321" with links for "Log Out" and "Help". The main header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the header is a navigation menu with "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin". A "Main Menu" dropdown is open, showing "Massachusetts Institute of Technology Courses". Below this is a table with columns for "Course", "Status", "Completion Report", and "Survey".

Course	Status	Completion Report	Survey
Biomedical Research Investigators	Incomplete	Not Earned	
NIH/PHS Conflict of Interest Course	Incomplete	Not Earned	

2. Note this Member ID. Log out of CITI.
3. Log in under the institution through which training was completed and note the Member ID.
4. **Contact CITI**
 - a. Available CITI contact methods:
 - i. Send email to citisupport@med.miami.edu

- ii. Use the "Live Chat" to chat directly to a CITI Support technician during regular business hours.
- iii. Call CITI Support at (305) 243-7970. Technicians are available 8:30 am to 7:30 pm EST Monday through Friday.

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

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

Main Menu > Support

Thank you for your interest in the **CITI Program at the University of Miami**. We welcome all questions and comments regarding the program. Most questions can be answered directly from our **automated support Knowledge Base**.

If the Knowledge Base doesn't answer your questions, or for other reasons you wish to reach a person, contact the Help Desk technical support staff:

- Call 305-243-7970
- Click for live chat (look for "Live Chat" button)
- Send email to citisupport@med.miami.edu

Phone and live chat support are available 8:30 am - 7:30 pm, U.S. Eastern Time, Monday - Friday.

For more specific contact information, see [Support Contacts by Topic](#).

*The recommended way to contact CITI is either the online chat or by phone. Email may be a slower response time.

5. Give CITI Support the two member IDs and request that they merge the two accounts.
 - MIT should be the primary account.

✓ **Optional Step**

Log into CITI through the MIT portal and remove the affiliation with the old institution.

For any problems encountered in completing the process described above, contact rcr-help@mit.edu.