## **CITI Human Subjects Training Instructions**

- 1) Go to: <a href="https://www.citiprogram.org/">https://www.citiprogram.org/</a>
- 2) Under "Create an account," click on "Register."



3) Under "Search for organization," type "Middlebury College" and click "Continue to Step 2."

P (22.0)	(A))								1	-
C	n 🔒 http	os://www.citiprogram	n.org/index.cfm?pag	eID=154&icat=0∾=	0			23	0	
os ★ i	Bookmarks	M Middlebury College	Institutional An	mai C 📲 Institutional Re	eview i 🖳 🖳 Institution	al Biosafei 🛛 🖧 Off	ice for Human Re		**	Other Book
	T I	PROGRAM	142434	ALL	AX					
	Home	About Us	Subscribing	Online Courses	CMEs/CEUs	Publications	News	Contact Us		
	стті -	Learner Registra	tion							
	Steps	5: 1 2 3 4 5 6	5 7							
	You m	nust make a selection b	elow.							
1	-									
	Select	t Your Organizati	ion Affiliation							
	Searc	h for organization: 6	enter full or partial r	3000 0						
	Searc	intor organization, c	inter full of partial f	anie 😈						
	Midd	dlebury College			Can't find your institu	ition? It may use Sir	gle Sign On. Cheo	:k here.		
	To fin	d your organization	, enter its name in t	ne box above, then pic	k from the list of cho	pices provided. If	the selection is	correct, click the		
	"Cont	inue to Step 2" butto	on immediately belo	w. To clear your selec	tion and try again, cl	ick the "Search A	ain" button.			
										_
	Contin	ue to Step 2	Search Again							
	Indep	endent Learner	Registration							
	Lico th	his option if you are	poulag for your cou	reas. Click the button !	Continue or Indone	ndant Lannar" to	affiliate ac an l	ndependent Lear	mor	
	This o	option is for persons	not affiliated with a	CITI Program subscrib	per organization, or	who require cont	ent that their or	ganization does r	not	
	provid	de. Fees apply. Cred	it card payment with	American Express, D	scover, MasterCard	or Visa is require	d. Checks are n	ot accepted.		

4) Fill out the required personal information sections, select a username and password, and complete your registration.

5) Under "My Learner Tools for Middlebury College," select "Add a Course or Update Learner Groups."

Apps ★	Bookmarks M Middlebury College	Unstitutional Animai C	Unstitutional Review	Unstitutional Biosafe	Coffice for Huma	n Re 🛛 👻 🛄 O	ther Bookmark
	Monitoring for Pain and Distre	255		Passed 08/24/2015	Print Report	Post-course evaluation	
	Responsible Conduct of Research			Passed 12/10/2015	Print Report	Post-course evaluation	
	Students - Class projects			Incomplete	Not Earned		
	Training for Investigators, Stat	ff and Students Handli	ng Biohazards.	Incomplete	Not Earned		
	Working with Amphibians in R	esearch Settings.		Not Started	Not Earned		
	Working with Gerbils in Resea	rch Settings		Not Started	Not Earned		
	Working with Mice in Research	ı		Not Started         Not Earned           Not Started         Not Earned	Not Earned		
	Working with Rats in Research	Settings					
I	My Learner Tools for Middlebury College Add a Course or Update Learner Groups Update Institution Profile						
	<ul> <li>Wiew Instructions page</li> <li>Remove Affiliation</li> </ul>						
	► PRIM&R MEMBER Courses						
	<ul> <li>Click here to affiliate with a</li> </ul>	nother institution					
	<ul> <li>Affiliate as an Independent</li> </ul>	Learner					

6) Under "Do you conduct research in any of the following settings" check the box for "Yes, I conduct research with live human beings…" and click "Next." Note: feel free to check any other boxes that may apply to your other research activities.

Collaborative Institut ×					Kat
← → C f a https://www.citiprogram.org/members/index.cfm?pageID=166&qID=2950	53	0	0		8
* Apps * Bookmarks M Middlebury College * Institutional Animal * Institutional Review * Institutional Biosafer * Office for Human Re * Indicates a required field.		33	0	ither Bo	okmari
* Do you conduct research in any the following settings? Choose all that apply.					
2 Yes, I conduct research with live human beings, human tissue samples or with archival patient data derived from human be	eings.				
Yes, I conduct research or teaching activities that utilizes live animal subjects or tissues derived from live animal subjects.					
RE-CERTIFICATION Course. I conduct research or teaching activities that utilizes live animal subjects or tissues derived from I subjects.	ive animal				
Yes, I need/want to take the course on Responsible Conduct of Research (RCR).					
Yes, I need/want to take the course on Financial Conflict of Interest.					
Yes, I need/want to take the course on Biosafety.					
□ Yes, I need/want to take the course on Institutional Official: Animal Care and Use.					
Yes, I need/want to take the course on Export Control.					
Next Start Over					
Accessibility Copyright Privacy Notice Terms of Service Contact Us					

7) On the next screen, select "NO, I have NOT completed the Basic Course" and then click, "Next."



8) Then select "Social & Behavioral Research Investigators," and click "Next."

C A Bookmarks	ps://www.citiprogram.o	org/members/index.cfm	?pageID=166&qID=29	85 Unstitutional Biosafe	I Office for Human Re	☆ <mark>@</mark> *	Other Books
* Please that gro Choose o	choose one learner gro 	oup below based on yo	ur role and the type of	activities you will condu	ct. You will be enrolled in the	Basic Course fo	r
) Bio	medical Research Inve dical research with hun	estigators: Choose this man subjects.	group to satisfy CITI tr	aining requirements for	Investigators and staff involv	red primarily in	
So prima	<b>tial &amp; Behavioral Rese</b> a rily in Social and Behavi	arch Investigators: Cho ioral research with hun	oose this group to satis nan subjects.	fy CITI training requirem	ents for Investigators and sta	aff involved	
) IRI	Members: This Basic C	Course is appropriate fo	or IRB or Ethics Commi	ttee members.			
⊖ Ste	idents conducting no n	nore th <mark>an minimal r</mark> isl	k research				
🔿 Re	search with data or lab	ooratory specimens- O	NLY: No direct contact	with human subjects.			
⊖ In:	titutional Official: Hum	nan Subjects Research					
	3 Chair						
	A I have completed the	Rasic Course for my lo	arpor group				

9) The Good Clinical Practice modules are for biomedical research and are not required, so select "No thanks" and click, "Next."

Apps 1	🕈 🛗 htt	Middlebury College	org/members/index.cfm	PageID=166&qID=29	87	Coffice for Human Re	🔀 🥨 🖮 🔚 🖬
	English	•	Text size: A A			Lo	g Out   Help
	ŧ	CITI	Collaborative In	stitutional Traini	ng Initiative	Search Knowledge Base	۹
	Main Me	nu My Profiles	My CEUs   My Repo	rts Support Adm	in		
	Main Men	u > Add Course/Update L	earner Groups				
	Select	Curriculum - Midd	lebury College (1357	7)			
	* indica	ites a required field.					
	(						
	* If you v Choose of	vant to take Good Clir ne answer	ical Pratice (GCP), pleas	e make your selection l	below.		
	O Yes	, I would like to take t	ne Good Clinical Practic	e (GCP) course.			
	O Hu	manitarian Use Device	es (HUDs)				
	O No	thanks.					
	Next	Start Over					

10)Now the course will appear under your course list. Click on the course title to begin. You do not have to complete it all at once; you can save your progress and complete it as your schedule allows.

_				
English	<ul> <li>Text size: A A</li> </ul>			Log Out   Help
	Collaborative Institution	al Training Initiative	Search Knowled	lge Base Q
Main Menu My Pro	files My CEUs My Reports Supp	port Admin		
Main Menu				
Your request h	as been successfully submitted			
<ul> <li>Middlebury College</li> </ul>	Courses	C. Charles	Conclusion Description	0.0
	Course	Status (	Completion Report	Survey
Social/Behavioral Res	earch Course	Passed 05/30/2016	Print Report	Post-course evaluation
- My Learner Tools fo	r Middlebury College		1	
R Add a Course or	Update Learner Groups			
Muu a course or	Completed Coursework			
<ul> <li>View Previously</li> </ul>	Due file			
<ul> <li>Add a Course of</li> <li>View Previously</li> <li>Update Instituti</li> </ul>	on Profile			
<ul> <li>Add a Course of</li> <li>View Previously</li> <li>Update Instituti</li> <li>View Instruction</li> </ul>	is page			
<ul> <li>Add a Course of</li> <li>View Previously</li> <li>Update Instituti</li> <li>View Instruction</li> <li>Remove Affiliati</li> </ul>	is page on			
<ul> <li>Add a Course of</li> <li>View Previously</li> <li>Update Instituti</li> <li>View Instruction</li> <li>Remove Affiliation</li> </ul>	on Prome Is page on			
View Previously     Update Instituti     View Instruction     Remove Affiliati     PRIM&R MEMBER C	on Prome is page on ourses			
Adda Creatise of     View Previously     View Previously     View Instruction     Remove Affiliat      PRIM&R MEMBER C      Click here to affilia	on Prome is page on ourses re with another institution			