



# USING THE CITI PROGAM FOR HOWARD UNIVERSITY RESEARCH

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# Using The Collaborative Institutional Training Initiative (CITI) Program for Howard University Research

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## Introduction

It is important that those conducting research activities at or with Howard University are trained and educated in University and federal policies and standards.

Prior to submitting research protocols for review and approval, all research personnel listed on a research study, regardless of their position or affiliation with Howard University, must complete courses from the web-based Collaborative Institutional Training Initiative (CITI) Program.

The information detailed in this document will provide information on how to access the CITI Program website and how to access the CITI courses recommended by Howard University.

## Access the CITI Program Website

Individuals wishing to access or complete courses provided by the CITI Program may access the program's website at:

<http://www.citiprogram.org>.

## Register For A CITI Account

Individuals who do not have a CITI Program account may register for one free of charge if the research is affiliated with Howard University. Registration is a 4-step process. To begin, click on the Register button next to the Log In button.

REGISTER

Step 1: Click on the Select Your Organization Affiliation button. Search for Howard University and click on the checkbox to agree to the Terms of Service and Privacy policy. Then click on the checkbox to affirm affiliation with Howard University. Individuals

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

Howard University

Howard University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Howard University.

Create a CITI Program account

Steps 2-4: Follow the prompts for the next steps to enter and complete the user-specific profile information.

## Log Into A CITI Account

Individuals who have already registered for an account for the CITI Program may log into that account by clicking on the Log In button and entering their account credentials. Once the credentials have been entered, click on the Log In button to log into the account.

Username [Forgot?](#)

Password [Forgot?](#)

Log In

Log In

## Add an Institutional Affiliation to Howard University

To access courses recommended by Howard University, users must first add an affiliation with Howard University. Anyone listed on a Howard University research study is affiliated with Howard University through that study.

After logging into a CITI account, a user may add institutions to their Institutional Affiliation list. Click on any link or button that refers to adding an affiliation.



Would you like to affiliate with another Institution?

[Add Affiliation](#)

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Search for Howard University and click on the checkbox to agree to the Terms of Service and Privacy policy. Then click on the checkbox to affirm affiliation with Howard University.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🌐

Howard University

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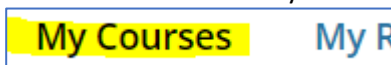
☒ I affirm that I am an affiliate of Howard University.

Create a CITI Program account

Follow the prompts to add profile information for that institution.

## View And Complete Courses

Go to the My Courses page of the CITI account. This is the page that is presented when a user logs into their account. Users may also click on the My Courses link at the top menu to access the page.



From the My Courses page, go to the Institutional Courses section and find Howard University. If Howard University is not listed, add an affiliation to Howard University (See Add an Institutional Affiliation to Howard University section). Click on the View Courses button next to Howard university.

Institutional Courses

Howard University

View Courses

Users will see and access courses they have access to, started, and completed. Please note that course names listed in this section may not correspond to name provided by the ORRC. Open unknown courses to see the topic that the course is covering.

[Active Courses](#) [Courses Ready to Begin](#) [Completed Courses](#)

If a needed course is not found in the list, users may Add that course to the list.

Users may also switch between Institutions using the dropdown button under the blue welcome section. Use this to ensure that the Howard University profile is being viewed.

Show Courses for:

Howard University

▼

Institution List

## Add Courses

To the far right of the Active Courses, Courses Ready to Begin, and Completed Courses headings, there is a link to the Learner Tools. Click on this link to go to the Lerner tools section of the page. Users may also scroll down to the bottom of the page to find the learner Tools section.

[Learner Tools](#)

Click on the Add a Course button to access the course questionnaire.

Learner Tools for Howard University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

The course questionnaire includes twelve questions related to courses provided by Howard University. Complete the questionnaire to add the related course(s) to the user course list. Please note that all

questions do not have to be responded to. Respond to the questions related to the course(s) that are needed.

Below is a list of the topics covered by each question the CITI course it relates to. Questions with an asterisk (\*) are required for all study personnel.

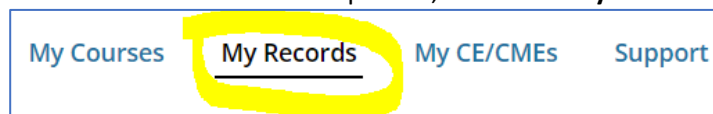
1. \* Initial Human Research Course (Group 1: Biomedical or Group 2: Social/Behavioral)
2. Refresher Human Research Course (Group 1: Biomedical or Group 2: Social/Behavioral)
3. Animal Care and Use
4. Good Clinical Practice
5. \* Information privacy and Security
6. \* Responsible Conduct of Research
7. \* Conflict of Interest
8. \* Export Controls
9. Biosafety and Biosecurity
10. Clinical Research Coordinator
11. Revised Common Rule
12. \*\* This question is required within the CITI website, but the course is no longer required for protocol submission approval. Select the "No" option to bypass this course.

When all necessary questions have been responded to, click on the Submit button at the end of the list of questions. The courses related to the questions that were responded to will now be visible in the list of available courses. Again, please note that some course names may not reference the actual course. Open all unknown courses to see what the course covers.

## Certificates of Completion

Once a course has been completed, users are able to view, download, or print a certificate of completion. This certificate should be included in new and renewal submissions to the ORRC and regulatory compliance committees. Certificates of completion for requires courses should also be included for new personnel added to a study.

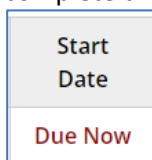
To access certificates of completion, select the **My Records** heading in the top-menu.



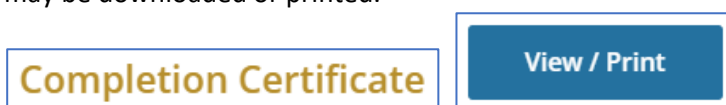
All course records will be listed along with the information indicated in the image below. If a certificate of completion is available for a course, a **View-Print-Share** link will be found in the **Completion Record** column. Click on this link to access the course completion record.

Biomedical Responsible Conduct of Research (ID 95954)								
Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
RCR	47957183	80%	93%	26-Dec-2023	28-Dec-2023	28-Dec-2026	<a href="#">View</a>	<a href="#">View-Print-Share</a>

If this link is not available, the full course may not have been completed. Instead, a **Due Now** notice will be found in the **Start Date** column. Go back to the **My Courses** option in the header to find and complete the course.



When the **View-Print-Share** link is selected, the record page for that course will be displayed. Users are provided with an option to View/Print a Completion Report for the course or a Completion Certificate. We prefer the completion certificate. Under the **Completion Certificate** column, click on the **View/Print** button to view the certificate. Users are presented with a display of the certificate that may be downloaded or printed.



Download a copy of all required certificates. If necessary, forward the certificates the study author to include with the submission.

## Questions And Concerns

Questions and concerns related to the CITI Program, or its website should be directed to the CITI Program using the support options provided at the bottom of all pages of the CITI Program website. All other Howard University-related compliance training topics may be directed to the Howard University Office of Regulatory Research Compliance at [theorrc@howard.edu](mailto:theorrc@howard.edu) or (202) 865-8597.