Collaborative Institutional Training Initiative (CITI)
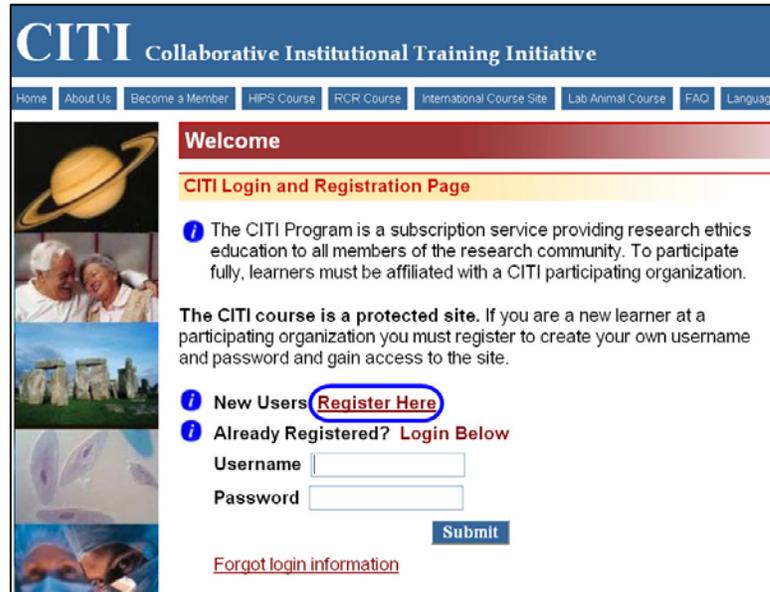**Instructions for Project Directors/Investigators and Key Personnel**

1.) Navigate to http://www.citiprogram.org

2.) Click on New Users "Register Here".

3.) Next, complete steps 1 - 8.
   1. Select Western Illinois University as your institution.
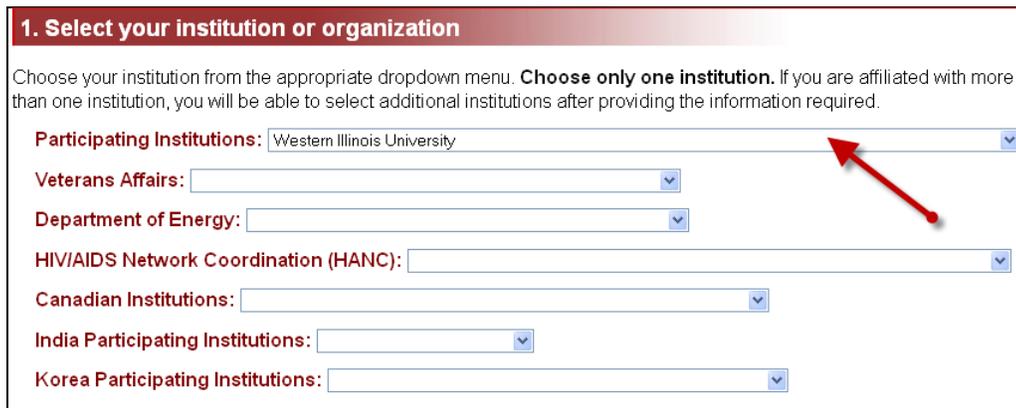
   2. Create your Username and Password (DO NOT USE A PASSWORD YOU USE FOR OTHER ACCOUNTS).
   3. Select your security question and answer.
   4. Enter your name.
   5. Enter your email address.
   6. Select your gender, ethnicity and race.
   7. Select "No," you will not need to complete the CME/CEU Credits course.
   8. Select "No" or "Yes," this item is not required by WIU.
   9. Click Submit.

4.) Complete the member information section.
- In response to "Role in research," select your role as appropriate (i.e., Principle Investigator, Co-Investigator, Research Assistant, Student Researcher, etc.) from the dropdown list.

- In response to "Which course do you plan to take?" select "Other" from the dropdown list.

- Click "Submit."

5.) Next, select the appropriate curriculum. If you are only completing the Conflict of Interest Modules you should not mark anything for items 1, 2, and 3. Under 4, "Would you like to take the Conflict of Interest mini-course," click "Yes."

6.) If appropriate, affiliate with another institution by clicking "Yes". If not, select "No".

7.) Finally, to start the Conflict of Interest mini-course, click on "Enter".

8.) Please print and save a copy of your completion certificate. Also, save a copy of your certificate on file in the Office of Sponsored Projects. Print and mail your documentation to:
Office of Sponsored Projects, Sherman Hall 320
1 University Circle
Macomb, IL 61455

If you have any questions regarding the CITI training, please contact:

Compliance Specialist
Office of Sponsored Projects, Sherman Hall 320
Phone: (309) 298-1191
Email: IRB@wiu.edu