

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

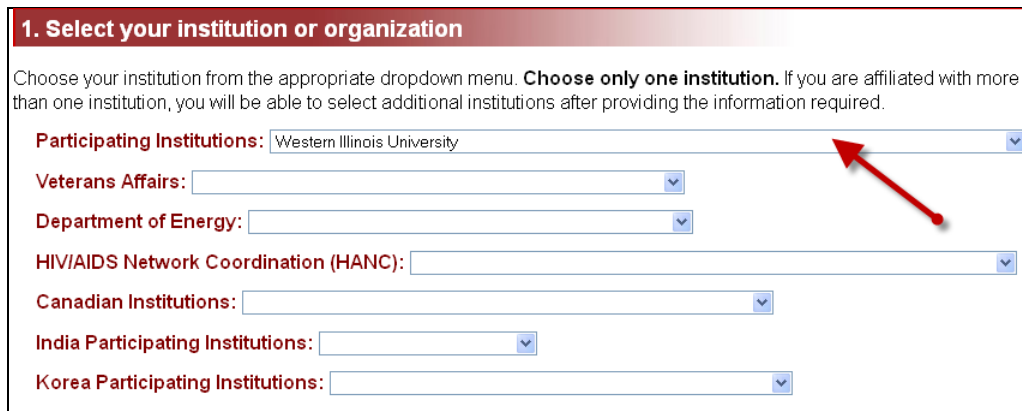
- 1.) Navigate to <http://www.citiprogram.org>
- 2.) Click on New Users “Register Here”.



The screenshot shows the CITI Collaborative Institutional Training Initiative website. The header includes the CITI logo and navigation links: Home, About Us, Become a Member, HPS Course, RCR Course, International Course Site, Lab Animal Course, FAQ, and Language. The main content area is titled "Welcome" and "CITI Login and Registration Page". It contains an introductory paragraph about the program, a note that the site is protected, and two main options: "New Users Register Here" (with "Register Here" circled in red) and "Already Registered? Login Below". Below these are input fields for Username and Password, a Submit button, and a link for "Forgot login information". A vertical sidebar on the left contains several small images: a planet Saturn, an elderly couple, Stonehenge, a microscope, and a person wearing a lab coat.

- 3.) Next, complete steps 1 - 8.

1. Select Western Illinois University as your institution.



The screenshot shows the first step of the registration process: "1. Select your institution or organization". It includes a dropdown menu for "Participating Institutions" with "Western Illinois University" selected. A red arrow points to this dropdown. Other dropdown menus are visible for "Veterans Affairs", "Department of Energy", "HIV/AIDS Network Coordination (HANC)", "Canadian Institutions", "India Participating Institutions", and "Korea Participating Institutions".

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.

* Role in Research:	<input type="text"/>
Address Field 1:	Clinical Researcher
Address Field 2:	Interviewer
Address Field 3:	IRB administrator
City:	IRB Chair
State:	IRB Member
Zip/Postal Code:	Pharmacist
Country:	Principal Investigator
* Office Phone:	Co-Investigator
* Which course do you plan to take?:	Recruiter
Home Phone:	Statistician
	Study nurse
	Study Coordinator
	Site Coordinator
	Social Worker
	Research Assistant
	Data manager
	Compliance Officer
	IACUC Administrator
	IACUC Chair

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

* Which course do you plan to take?:	<input type="text"/>
Home Phone:	Basic Human subjects - Biomedical Basic Human subjects - Biomedica
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	Basic Human Subjects - Social & Behavioral Focus
	Basic Human Subjects - Biomedical & Social & Behavioral Focus
	Biosafety / Biosecurity
	Good Clinical Practice
	Health Information Privacy and Security (HIPS)
	Laboratory Animal Welfare
	Responsible Conduct of Research
	Refresher Course - Biomedical Research
	Refresher Course - Social and Behavioral Research
	Other

- 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.”

4. Would you like to take the Conflict of Interest mini-course?
Choose one answer
<input type="radio"/> Yes
<input type="radio"/> No

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”.

Western Illinois University [View Western Illinois University instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Conflict of Interest, Stage 1	Not Started - Enter	Not Earned	N/A	Not Available

[Add a course or update your learner groups for Western Illinois University](#)

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:

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