

## **Instructions for Accessing CITI Program Training**

- 1) Go to [www.citiprogram.org](http://www.citiprogram.org).
- 2) Click “Register” at the top right of the home page.
- 3) Under “Select Your Organization Affiliation” type in “Cary Institute of Ecosystem Studies.” The system should recognize this.
- 4) Click the button to agree to the Terms of Service and Privacy Policy for accessing CITI Program materials. Then click the button to affirm that you are an affiliate of the Cary Institute of Ecosystem Studies.
- 5) Continue with the registration process and create your user name and password. Please keep record of this for future required training.
- 6) Once you are logged into your account, you should see that you are affiliated with the Cary Institute. Click on “View Courses.”
- 7) Select Curriculum. In your CITI Program account, you must click an answer to each question regarding your available courses.
- 8) The Course List and guidance for your selections are found below.
- 9) Be sure to remember your log-in information, as refresher courses and additional training through CITI Program may be required in the future.
- 10) If you have any questions about your required courses, please contact Amanda Johnson or Nicole Dwyer in the Grants/Compliance Office ([johnsona@caryinstitute.org](mailto:johnsona@caryinstitute.org); [dwyern@caryinstitute.org](mailto:dwyern@caryinstitute.org)) or by calling extension 108 (Amanda) or 202 (Nicole).

### **COURSE LIST**

#### **Question 1:**

##### **Human Subjects Research**

- If you are a researcher or investigator conducting research involving human subjects – click “Social-Behavioral-Educational Researchers”
- If you are a member of the Cary Institute’s IRB or compliance staff – click “IRB Members and Compliance Staff”
- If you are none of the above – click “Not at this time”

#### **Question 2:**

##### **Institutional/Signatory Officials & IRB Chair**

- If you are an Institutional/Signatory Officials – click “Institutional/Signatory Officials”
- If you are the Cary Institute IRB Chair – click “IRB Chair”
- If you are none of the above – click “Not applicable”

#### **Question 3:**

##### **Information Privacy Security**

- If you are a Cary Institute employee and you were told to complete this training – click “Everyone with a Cary Institute E-mail Address”

- If you are a Department Head at the Cary Institute and you were told to complete this training – click “Department Heads”
- If you are none of the above or were not told to complete this training – click “I am not required to complete the IPS course at this time”

Question 4:

Responsible Conduct of Research

- If you are research staff member at the Cary Institute – click on “Research Staff”
- If you are a Core Scientist at the Cary Institute – click “Core Scientists”
- If you are involved in research administration – click “Research Administration”
- If you are none of the above – click “Not at this time”

Question 5:

Conflicts of Interest (COI)

- If you are required to complete this training – click “Yes”
- If you are not required to complete this training – click “No”

Question 6:

Laboratory Animal Research (Animal Care and Use)

- If you are a member of the Cary Institute’s IACUC – click training courses 1, 2, 3, and 6
- If you are an animal care and use program staff member – click the appropriate training courses based on guidance from the Principal Investigator or Compliance Officer