CITI Affiliation Guide – UC Researchers

The "Greater Cincinnati Academic and Regional Health Centers" (GCARHC) CITI curriculum is the means by which UC has synchronized our CITI training requirements with other area institutions. The advantages of this alignment include:

- Reduced number of courses required for those conducting research at multiple institutions
- Single source for verifying training completions
- Single access for completing the required training
- Courses in common with the Cincinnati Veterans Affairs Medical Center (since the VA has to follow national requirements, they could not change to match what the GCARHC was offering, so the GCARHC reflects the VA training wherever possible)

The CITI curriculum is customized for you, based on the kind of research in which you are involved. A series of registration questions will identify the courses you need to complete.

If you have already done CITI training in the past, that information will be maintained in your CITI record. Refresher training will be offered as necessary in the future.

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A. **New CITI Users**: These instructions are for people who have never had a CITI account at all.

B. **Existing CITI Users**: **New to Greater Cincinnati Academic and Regional Health Centers:** These instructions will help you add GCARHC to your CITI account.

C. **Existing CITI Users: Adding or removing courses:** These instructions will help you add the new initial training that became effective July 1, 2017 (HSR CORE for 2017 and Good Clinical Practice (custom)) or any other courses, or remove courses assigned incorrectly.

D. **Registration Questions**: These questions determine which courses are assigned to you.

E. **FAQs**: These Frequently Asked Questions may answer your questions.

New CITI Users

1. Begin at **WWW.CITIPROGRAM.ORG**. Click the **Log In** button. You might have to scroll to the right to see it.
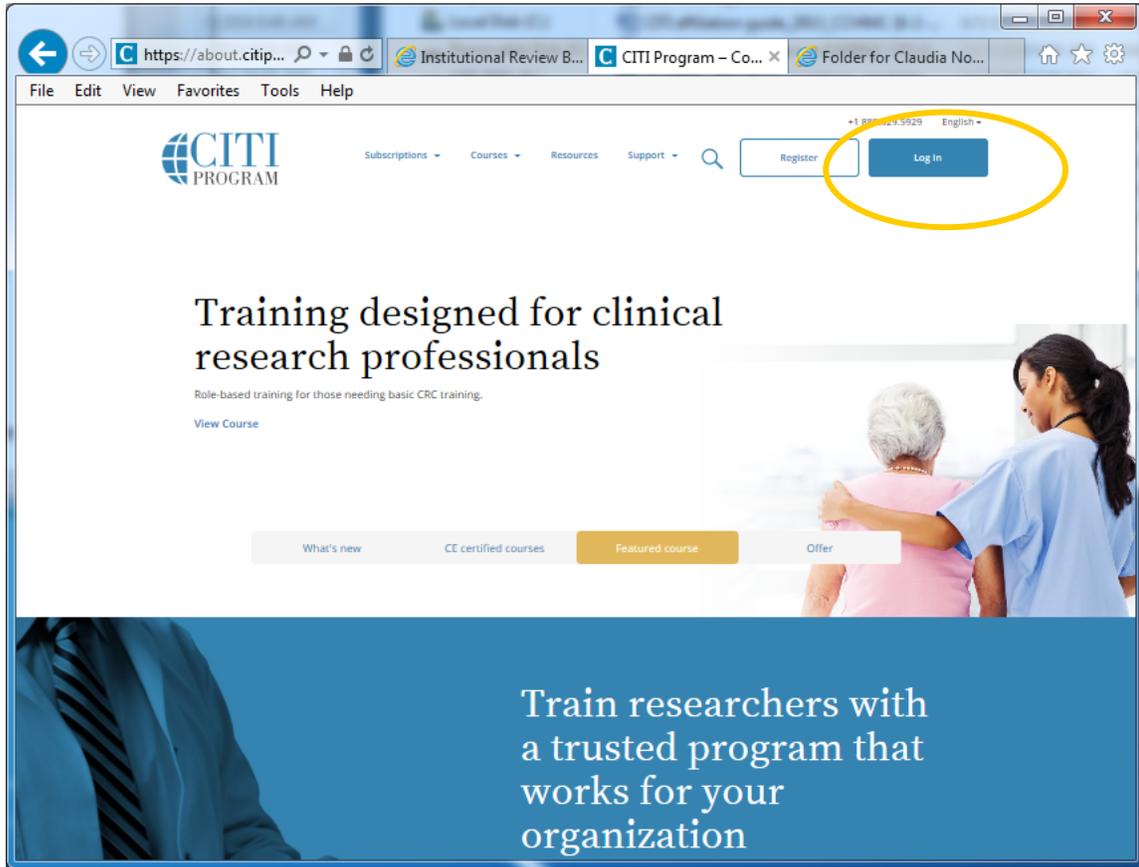
Then click **Register**.

2. Use the drop-down list to select **Greater Cincinnati Academic and Regional Health Centers** as your Participating Institution. Then click **Continue**.

3. Complete the "Personal Information" screen and click **Continue**.

4.   Complete the "Create your Username and Password" screen. You may create any username and password; it does <u>not</u> have to be your UC username and password. Then click **Continue**.

5.   Complete the "Gender, Ethnicity, and Race" screen. Then click **Continue**.

6.   Complete the questions about "Continuing Education Units". Then click **Continue**.

CITI - Learner Registration

Steps: 1 2 3 4 **5** 6 7

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

If you answer "yes", you will be provided with information before you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information must be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will not see information about the CEU credits available for courses before you start them or after completing them, and you will be ineligible for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

○ Yes
○ No
○ Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

☐ AMA PRA Category 1 Credits
☐ Nurses (CNE Credits)
☐ Other
☐ Psychologists (CEP Credits)

* Can CITI Program contact you at a later date regarding participation in research surveys? ⊙

○ Yes
○ No
○ Not sure. Ask me later

Continue to Step 6

7.   Complete the profile information.   Then click **Continue**.

CITI - Learner Registration

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Greater Cincinnati Academic and Regional Health Centers

* indicates a required field.

Language Preference

* Institutional email address

Gender

* Highest degree

* Employee Number

Department

* What is your role in research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

* Primary Institution
○ University of Cincinnati
○ Cincinnati Children's Hospital Medical Center
○ University Hospital
○ Cincinnati Veterans Affairs Medical Center
○ Christ Hospital
○ Jewish Hospital Kenwood
○ Tri-Health
○ Other

Continue to Step 7

> Use the same main email address used on the "Personal Information" page (Step 3 above).

> UC does not track training by employee number. You may put anything in this field, even just "0" or "X".

> Please select UC, CCHMC, University Hospital (UCMC) or CVAMC as your Primary Institution. This will help ensure that the correct training is assigned to you.

Now you have set up your profile and are ready to answer questions about the kind of research you do. Go to "Registration Questions" for instructions. After you have answered the Registration Questions there are a few more steps for you to do.

8. Click "Finalize registration", but **YOU ARE NOT FINISHED YET.**

CITI - Learner Registration

Your registration with **Greater Cincinnati Academic and Regional Health Centers** is complete. You must make a selection below to continue.

Affiliate with another institution
Finalize registration
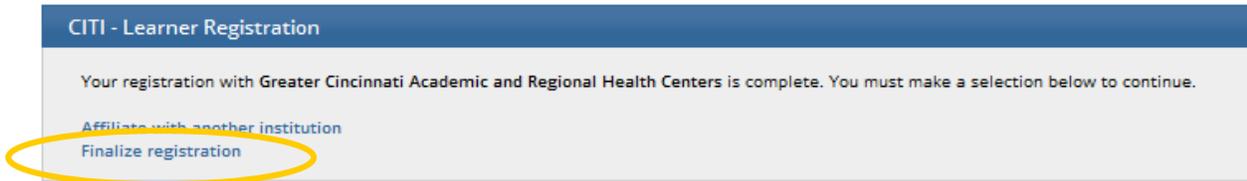
9. CITI will send a confirmation email to the email address in your profile (step 3 above). You will need to respond to CITI's email (step 10 below).

CITI - Learner Registration Complete

Thank you. You will receive a confirmation email from **citiprogram-noreply@med.miami.edu** which will include the next step in finalizing your registration. Please check your spam folder for this email and if you have any questions or need assistance, contact CITI Support at citisupport@med.miami.edu
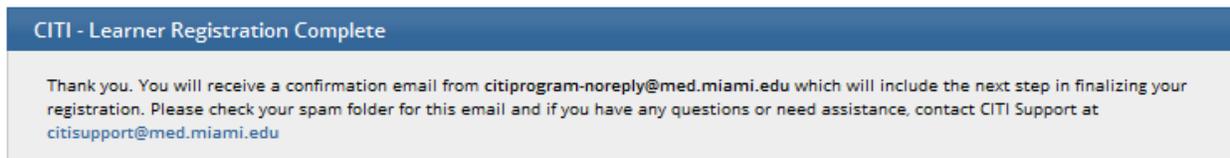
10. Click the link in CITI's email message to confirm your email address and complete your registration.

Subject: Your CITI Program Registration

From: Citiprogram-noreply@med.miami.edu
Date: August 2, 2013, 10:01:31 AM EDT
To: buschmscc@fuse.net
Subject: Your CITI Program Registration
Reply-To: Citiprogram-noreply@med.miami.edu

CITI PROGRAM — Collaborative Institutional Training Initiative at the University of Miami

Thank you for registering with the Collaborative Institutional Training Initiative (CITI Program).

To confirm your email address and complete your registration, please click on the link below:
https://www.citiprogram.org/index.cfm?pageID=183&email=buschmscc@fuse.net&id=3642833

Thank you
Collaborative Institutional Training Initiative (CITI Program)

11. Click "**Here**" in the CITI message. You will be taken to CITI's login page. Enter your username and password (set in step 4 above) to open your own Main Menu (home page).

CITI PROGRAM — Collaborative Institutional Training Initiative at the University of Miami — Search Knowledge Base 🔍

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

✅ Thank you. Your email has been validated and your registration complete. Click here to log into your CITI acc...

Click "**here**".

12.   Click the "Greater Cincinnati Academic and Regional Health Centers Courses" link to access your assigned curriculum(s). If you are affiliated with other institutions, their links will be shown here also.

13.   Your **Main Menu** will list the courses assigned to you, based on your answers to the Registration Questions. The status of each course will be listed to the right of its title, in the Status column.

Click on the course's title to enter the course. Then click on the module's title to open it. Read the material and take the quiz, and then go on to the next module. You may re-read the material and re-take the quiz as often as you need to. To complete a course you must have a total score of 80% or higher on all modules' quizzes. When you have completed a course its Status will change to "**Passed**". When all courses listed on your Main Menu have a Status of "**Passed**," you're finished!

Be sure to **download or print your Completion Report** for each course to document your training, and keep your Reports with your CV or résumé. There is a "**Print**" link in the Completion Report column (to the right of the Status column; you might need to scroll to the right to see it) for every course that has been completed. You may print your own Completion Reports from your Main Menu at any time. Completion Reports are NOT archived by the IRB.

If you need to change your response to any of the Registration Questions, look below your list of courses. Click on the "**Add a Course**" link to return to the Registration Questions and modify your answers. Or, if you just need to remove one or more courses, you may click "**Remove a Course**".

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Existing CITI Users:
New to Greater Cincinnati Academic & Regional Health Centers

1.   Begin at **WWW.CITIPROGRAM.ORG**. If you already have a CITI account, **DO NOT CREATE A NEW ACCOUNT**. Log In to your existing account at using your existing username and password.
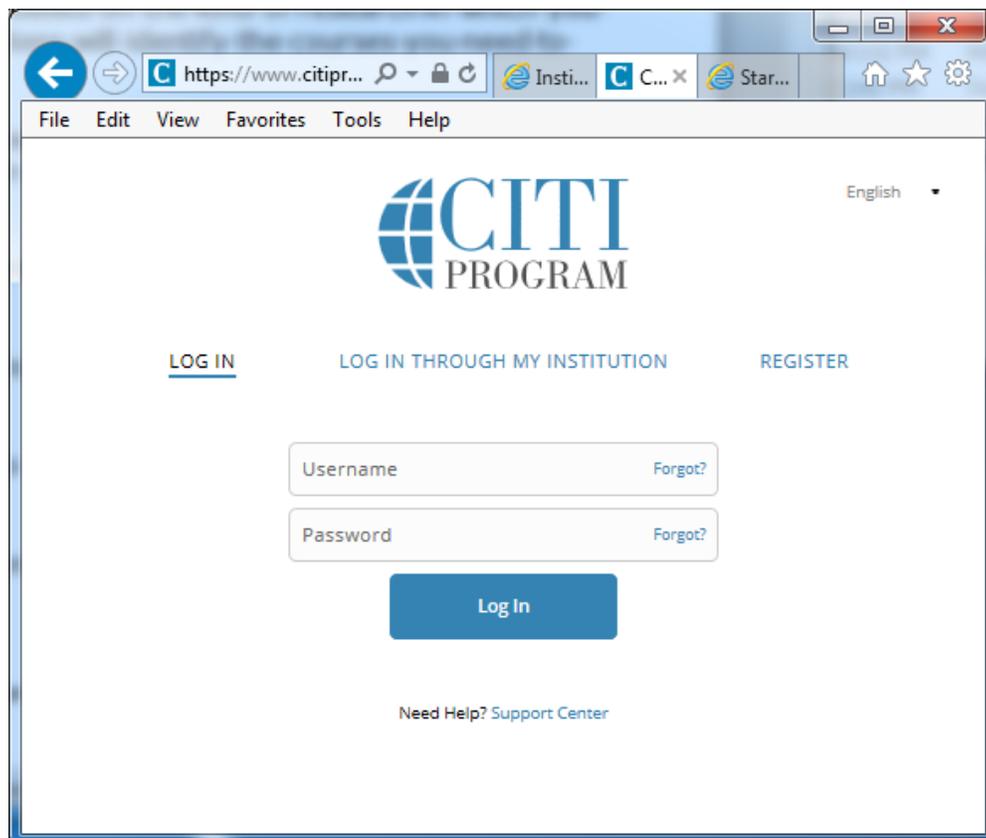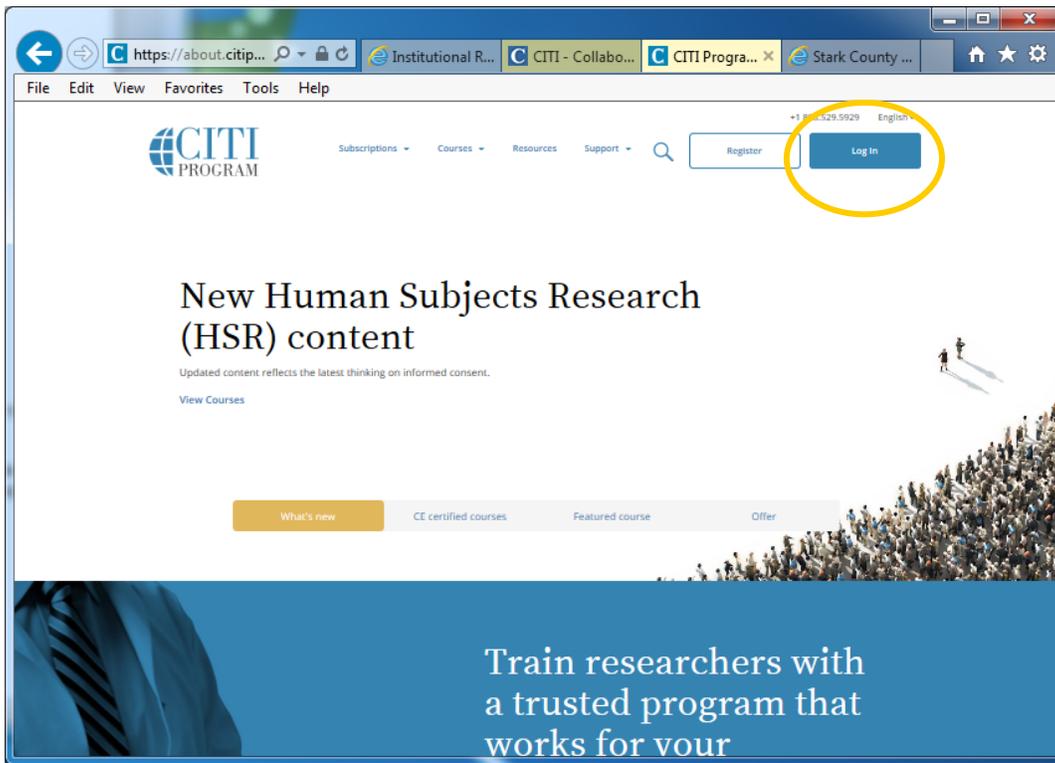
If you have forgotten your username or password, you can contact CITI to have them reset it and email it to you. Click "Support." Then click "Contact Us."
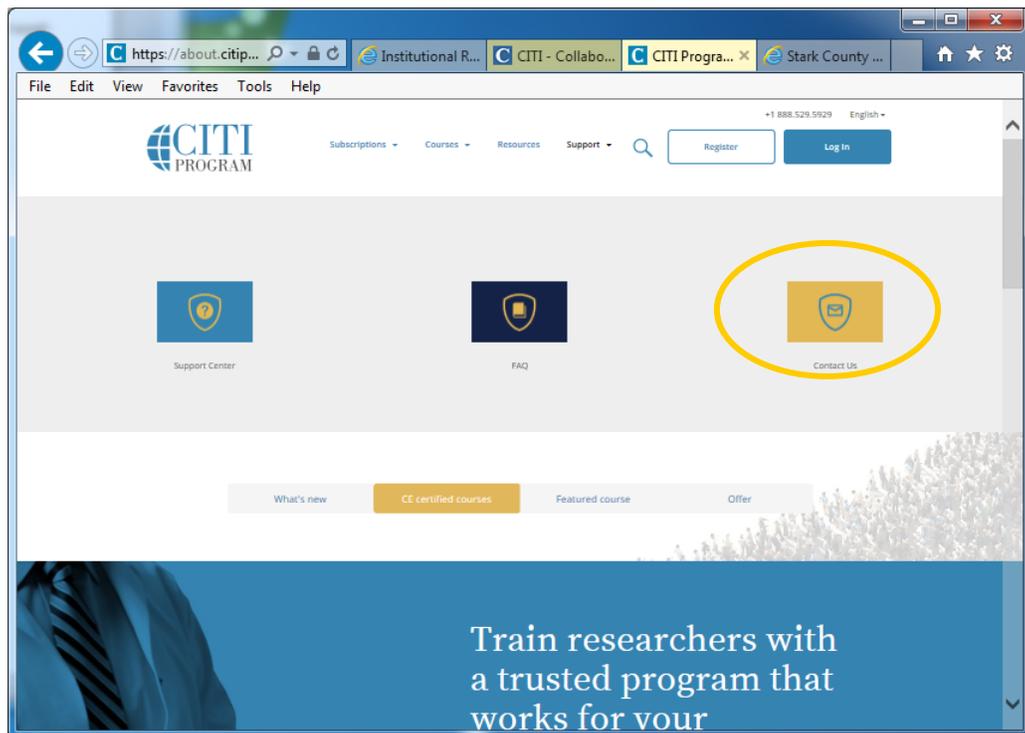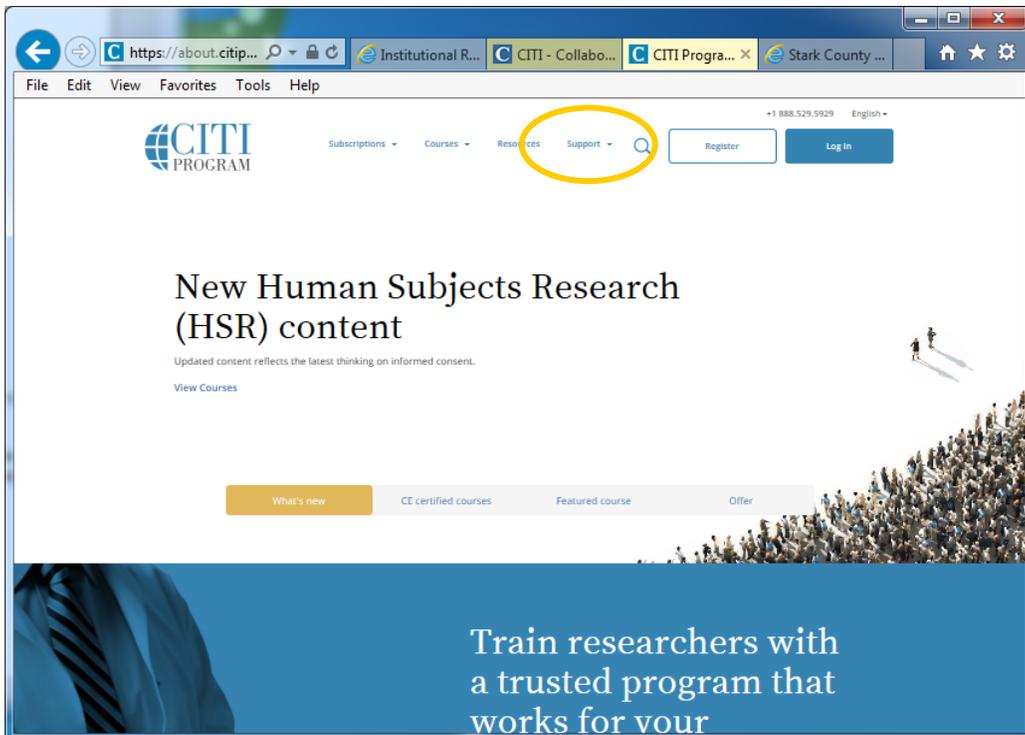
Then email your request to them.
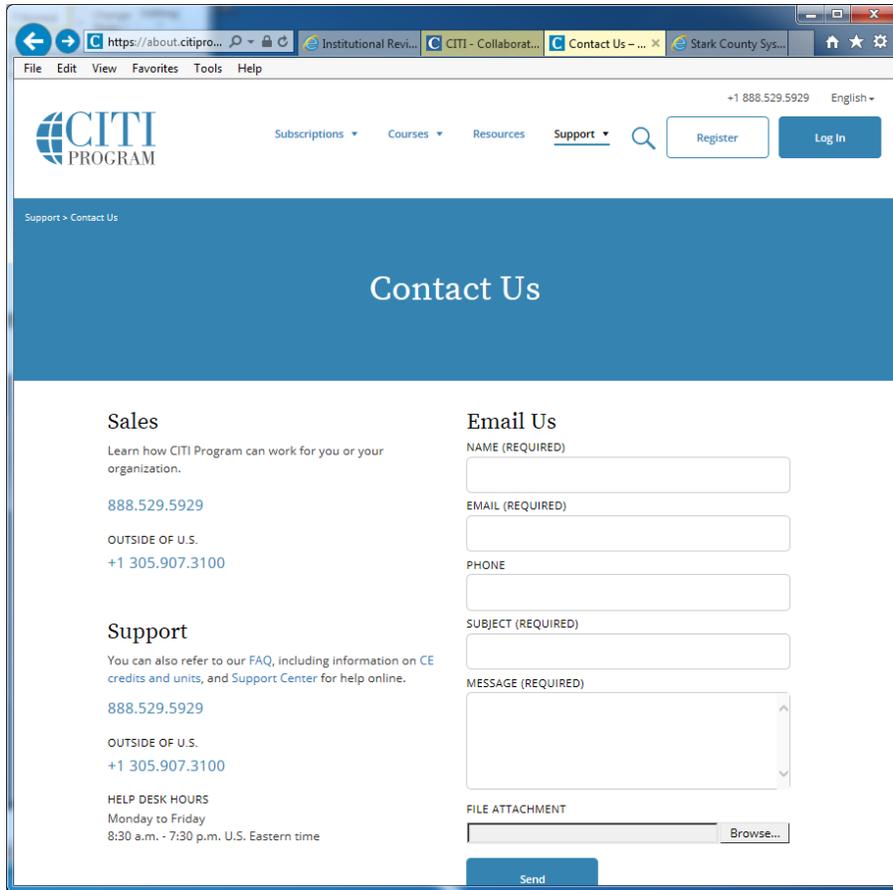
If you are registered with GCARHC but **your email address has changed**, contact the IRB office (Claudia.Norman@uc.edu or 558-5784) to reset it.

2. When you have logged in, on your **Main Menu** page there is a link to **My Profiles**, where you can change your personal profile settings.

3. There is also a link **Click here to affiliate with another institution**. Click the link and then follow the steps under "**Registration Questions**" to affiliate with GCARHC.

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Existing CITI Users:
Adding or Removing Courses

1.   Begin at **WWW.CITIPROGRAM.ORG** and log in as usual to go to your own Main Menu page.
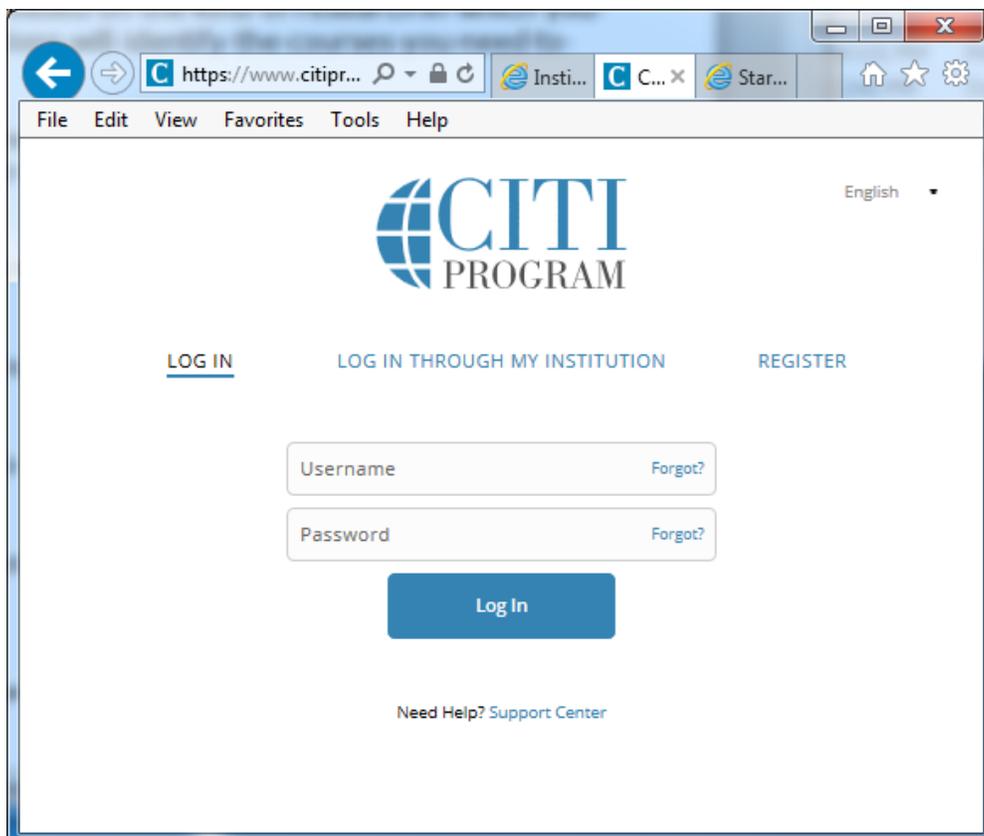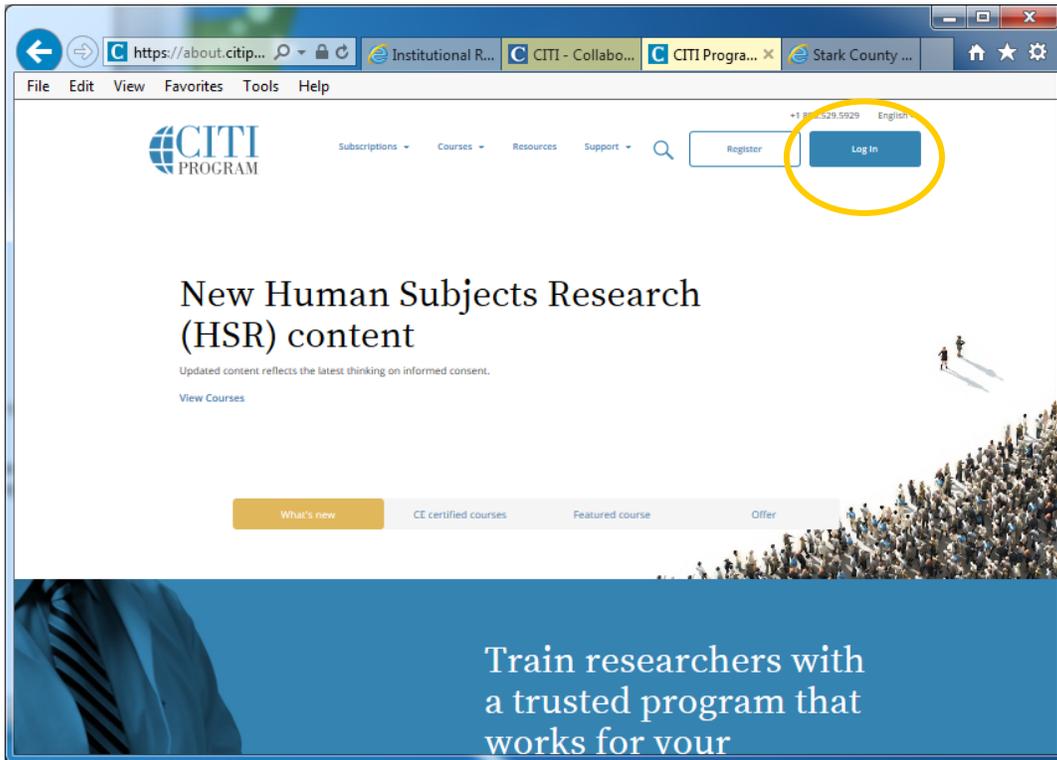
If you have forgotten your username or password, you can contact CITI to have them reset it and email it to you. Click "Support." Then click "Contact Us."
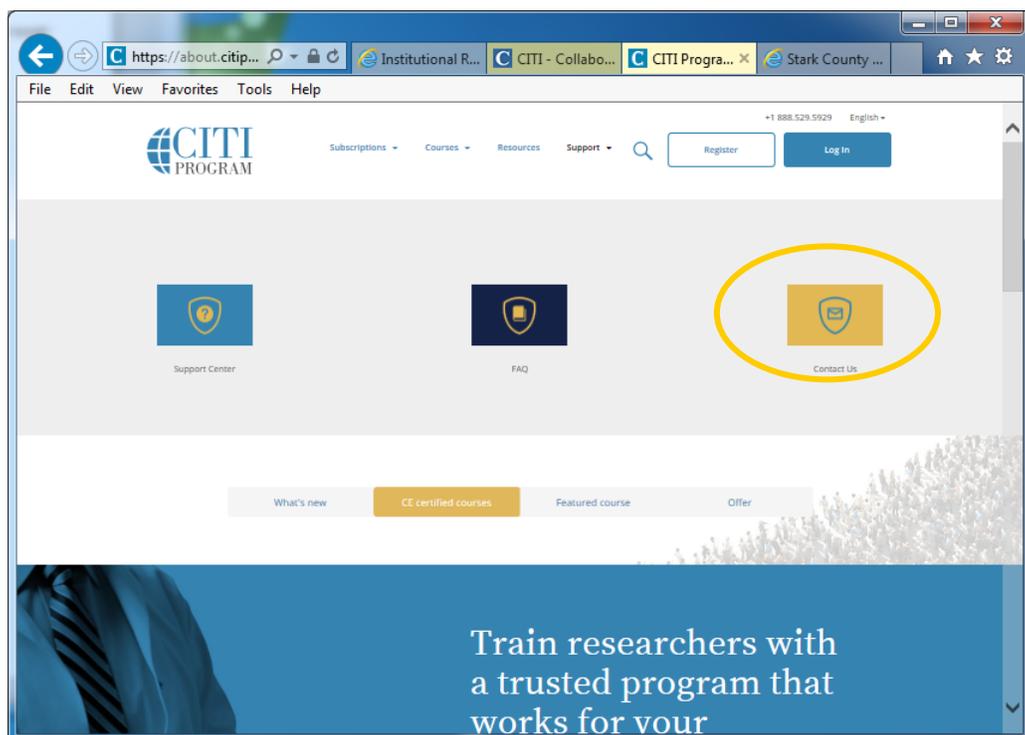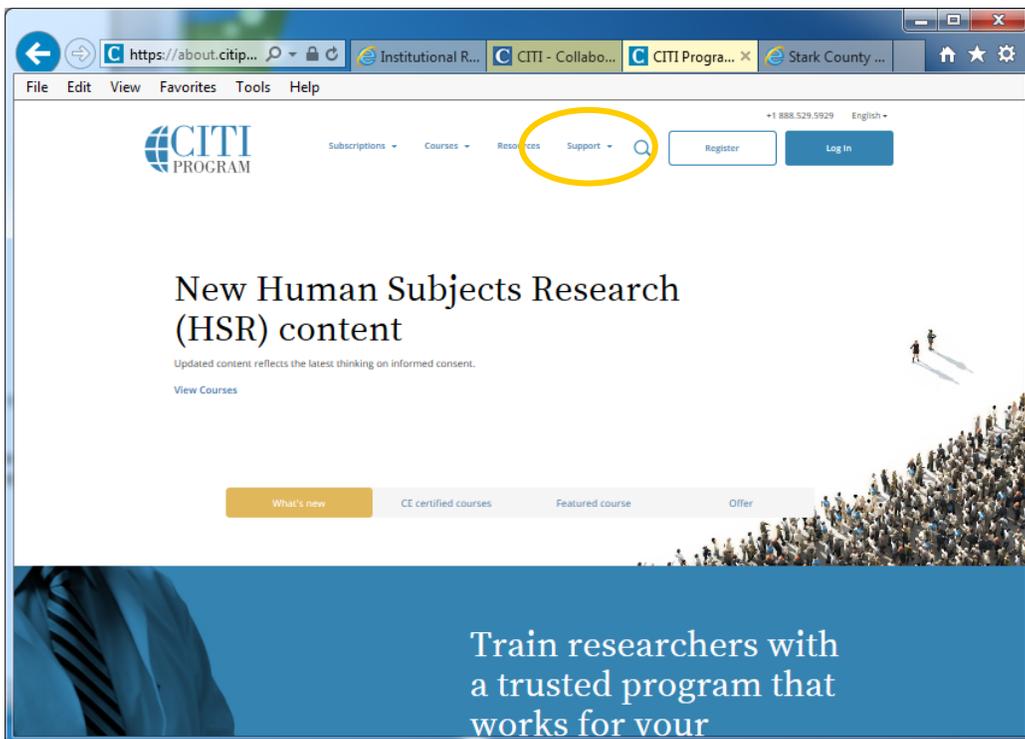
Then email your request to them.
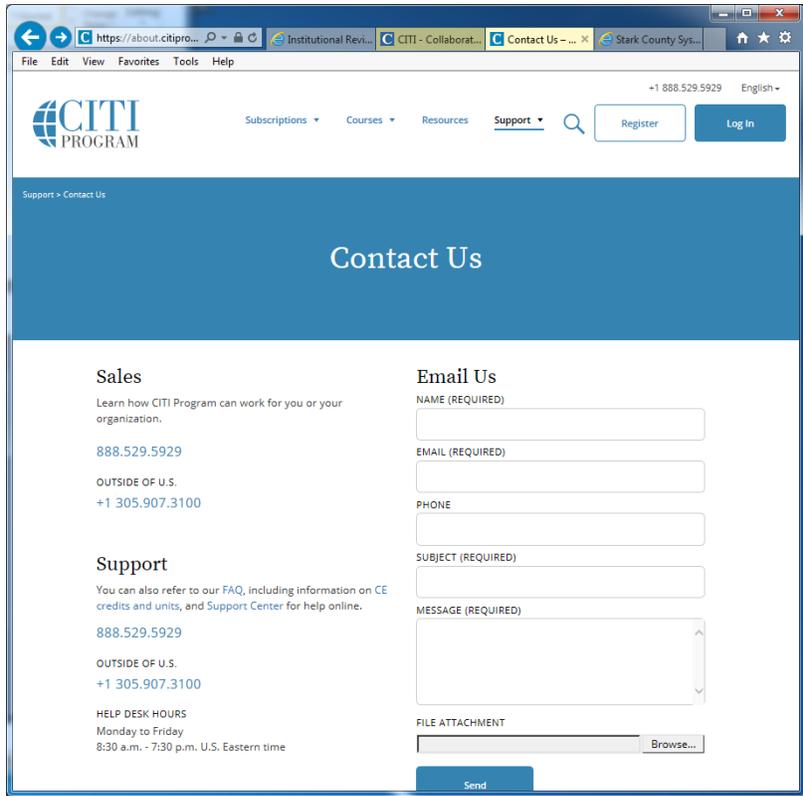
If you are registered with GCARHC but **your email address has changed**, contact the IRB office (Claudia.Norman@uc.edu or 558-5784) to reset it.

2.   Look below your list of courses and click **Add a Course**. Follow the steps under "**Registration Questions**" to identify the kind of research you will do and, thus, the courses CITI will assign.
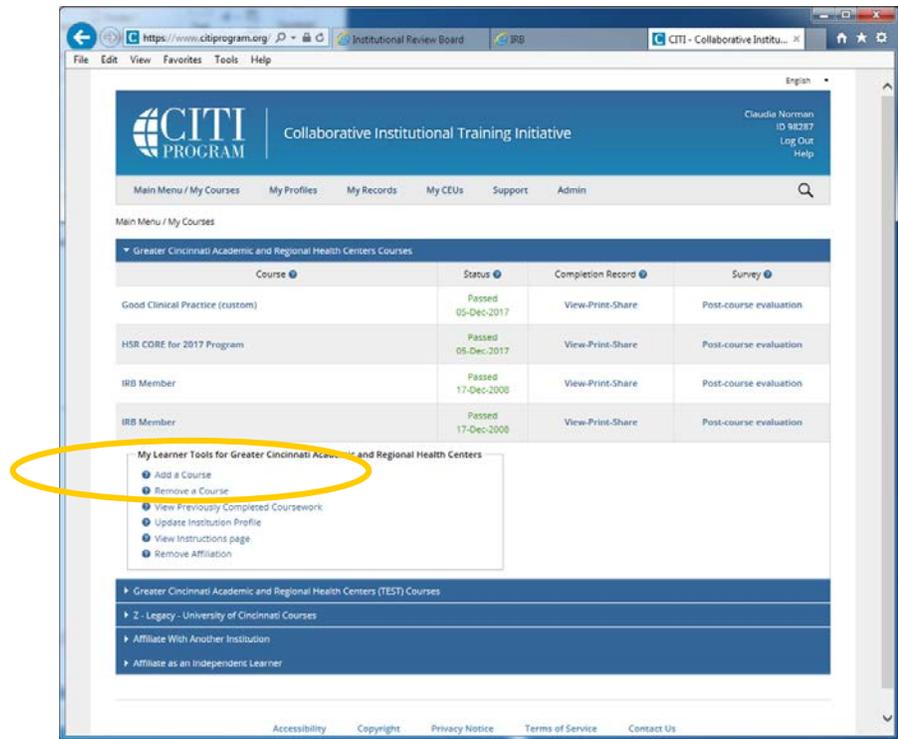
3.   If you know that some of the listed courses are assigned incorrectly and need to be deleted, look below your list of courses and click **Remove a Course**.
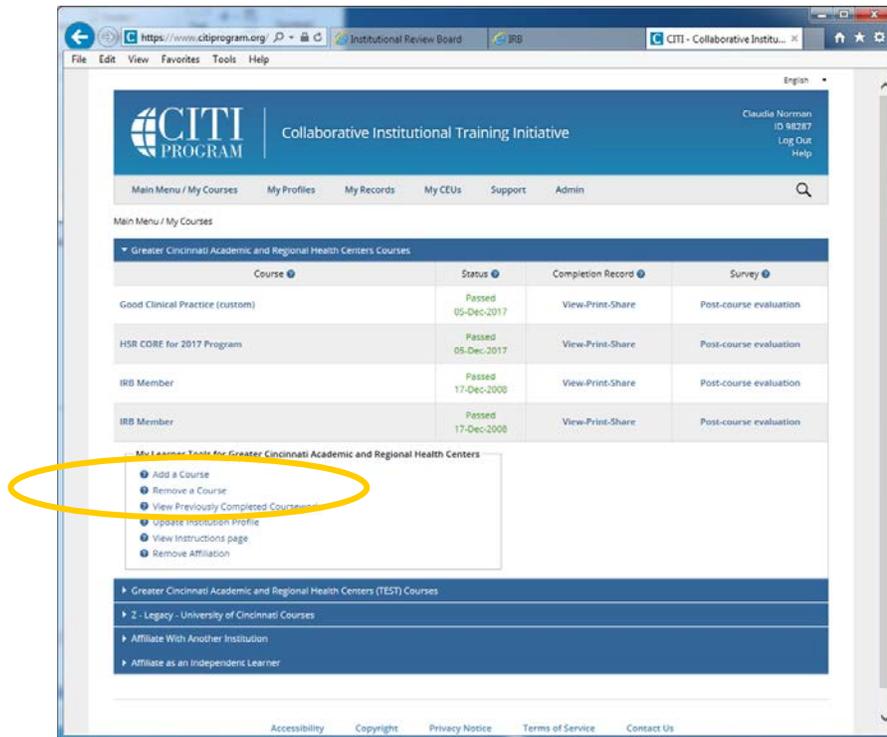
Select the course(s) to be removed and click **Submit**. The courses will be removed from your Main Menu (active courses) page and will only appear on your Previously Completed Coursework (archive) page. Refresher reminders are only sent for courses on the Main Menu page.
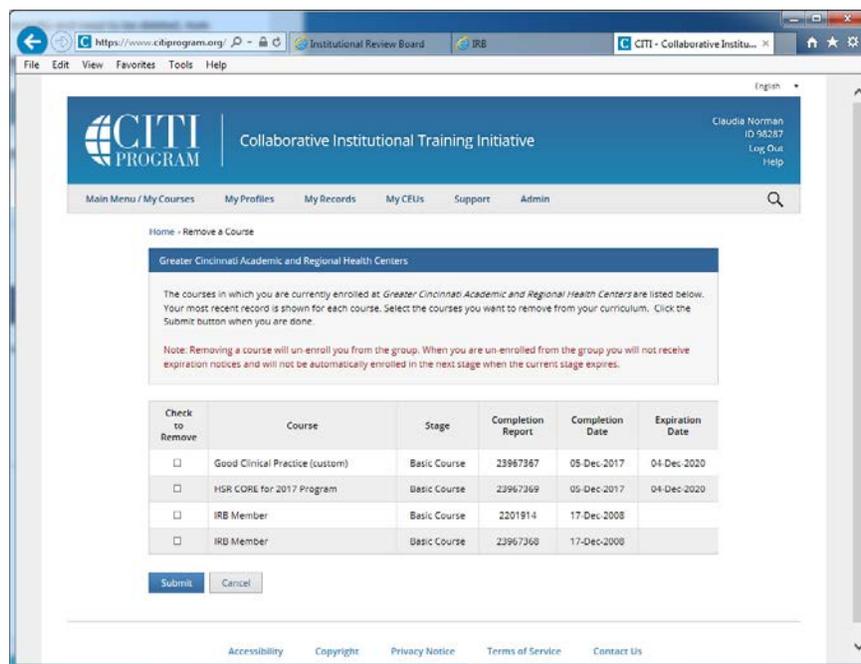
If you want to move courses back to your Main Menu page, click **Add a Course** and answer the registration questions again.

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Registration Questions

1. Begin at **WWW.CITIPROGRAM.ORG**. Click the **Log In** button. You might have to scroll to the right to see it. Then enter your CITI username and password.
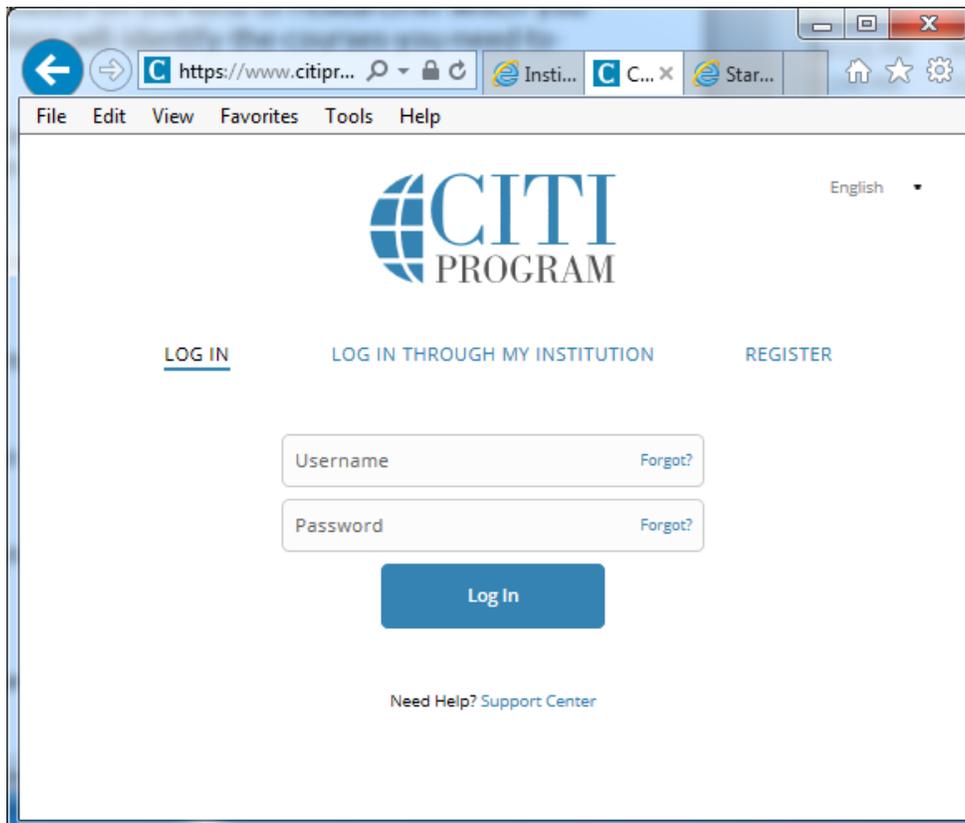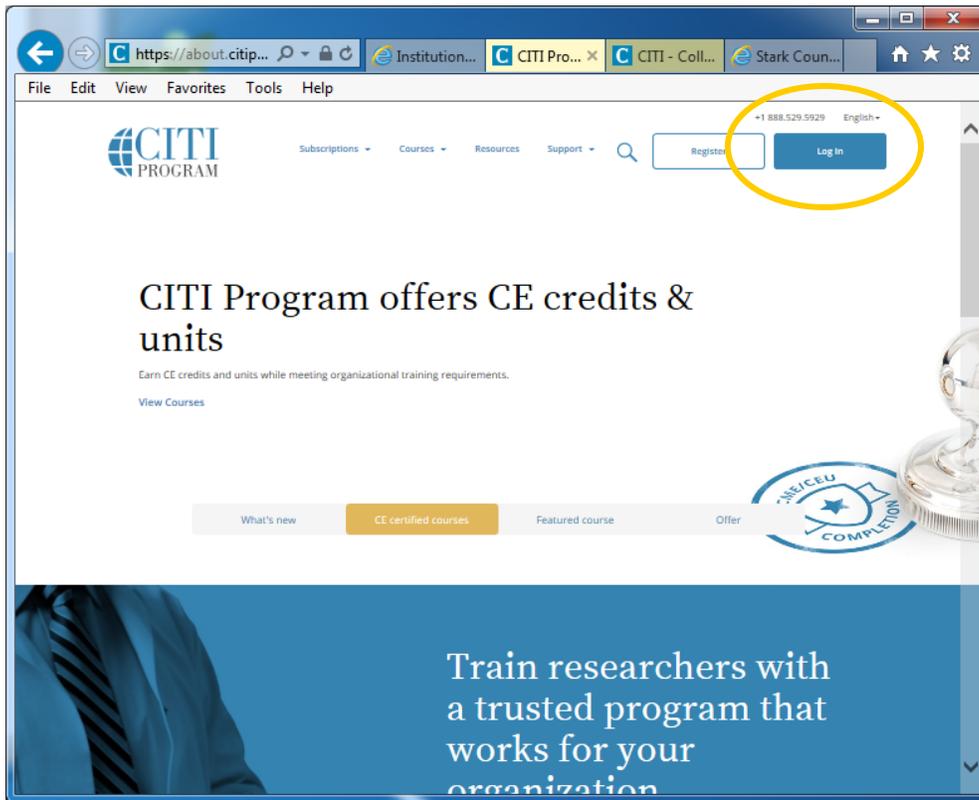
2. The following Registration (or affiliation) Questions are about the <u>research studies in which you are involved</u>. Your answers will determine the courses assigned to you. Note that most of the questions are NOT about YOUR OWN ROLE in the research projects, but about the <u>research projects</u> themselves. At any time you may click **Start Over** to go back to the beginning and change your answers.

If you are a student who needs to complete CITI training for a course requirement, answer the questions as if you were a researcher conducting a research study at UC. Say "Yes" to at least these questions:

- Are you primarily employed OR involved in the conduct of research occurring at any of these institutions?
- Are you included on a protocol that will be submitted to an IRB?

A. The first question asks if you are either employed by OR doing research at UC or one of the Academic Medical Centers. Answer "Yes" and click **Next**.

B. The next question asks if your research will be submitted to an IRB. Answer "Yes" and click **Next**.

C. The next question asks if you are doing **health-related research**.
  - If you are NOT doing health-related research, answer "No."
  - If you are doing health-related research that is ONLY observational (no interventions or treatments), answer "No."
  - If you are doing health-related research that ONLY uses EXISTING medical records or data (all data are already in existence with no new data to be obtained), answer "No."
  - If you are doing health-related research that includes grants or contracts, answer "Yes."

  Then click **Next**.

D. The next question only applies to researchers at Children's Hospital. Most UC researchers will answer "No." Then click **Next**.

E. The next question is about OPTIONAL training for research coordinators and other research administrators. Select either "Yes" or "No" and click **Next**.

F. The next question is about training specific to populations who might be vulnerable to coercion. Select any populations that are included in your research or "None of the above." Then click **Next**.

G. Again, the next question only applies to researchers at Children's Hospital. Most UC researchers will answer "No." Then click **Next**.

H. The next question is about using laboratory animals in research. If you are not doing research on animals, answer "No" and click **Next**.

I. Only UC researchers who have been <u>told</u> they need to complete Export Training need to say "Yes" to this question. <u>Most UC researchers will say "No."</u> Then click **Next**.

J. Research funded by National Science Foundation (NSF) and/or National Institutes of Health (NIH) usually require researchers to complete Responsible Conduct of Research (RCR) training. Most other researchers do NOT need to do RCR training. If you are not sure, select "No." Then click **Next**.

K. ONLY voting Institutional Review Board members or staff that supports the Institutional Review Board should say "Yes" to this question. Researchers who are involved in a study that has been submitted to the IRB for review should say "NO." Research staff should say "NO." Most UC researchers will say "NO." Then click **Next**.

L. If you have already done CITI training and have been re-answering the Registration Questions because you needed to "**Add a Course**" to revise your course list, YOU MIGHT GET THE FOLLOWING MESSAGE. Answer the question and click **Next**. (Don't be concerned if you do not get the message.)

After clicking "Submit" the same question might show again. Don't worry, just look in the gray ribbon at the top of the page and click "Main Menu". You should see the correct courses listed now.

3. CITI will take you to your Main Menu page (or you may click Main Menu). There will now be a list of all the courses assigned to you based on your answers to the Registration Questions.

The status of each course will be listed to the right of its title, in the <u>Status</u> column.

If you are a New CITI User registering for the first time, go back to **New CITI User, Step 8** to finish registering.

4. <u>Click on the course's title to enter the course</u>. Then click on the <u>module's title</u> to open it. Read the material and take the quiz, and then go on to the next module. You may re-read the material and re-take the quiz as often as you need to. To complete a course you must have a total score of 80% or higher on all modules' quizzes within that course. When you have completed a course its <u>Status</u> will change to "**Passed**". When <u>all courses</u> listed on your Main Menu have a Status of "**Passed**," you're finished! Please note that every course listed on your Main Menu needs to be "Passed".

   • **Completion Reports:** You may print your own Completion Reports from your Main Menu at any time. Completion Reports are NOT archived by the IRB.

   • **Adding Additional Courses**: If you need to add any courses, click "**Add a Course**" below the list of courses. That will take you back through the Registration Questions, starting at **Step 2** in the **Registration Questions** instructions above).

   • **Removing Courses**: For courses that were added in error or that are no longer needed, click "**Remove a Course**" below the list of courses. Select the course(s) to be removed and click **Submit**. Any course that has already been successfully completed will remain in Previously Completed Coursework regardless of whether it is on your Main Menu. HOWEVER, CITI will only send refresher reminders for courses listed on your Main Menu. If you remove a course so it only is listed on Previously Completed Coursework by mistake, click "Add a Course" and re-answer the Registration Questions.

   • **Viewing Previously Completed Courses**: Click "**View Previously Completed Coursework**" below the list of courses to see all courses you have completed, even if they no longer need to be listed as active courses.

   • **Updating Your Profile**: Click "**Update Institution Profile**" below the list of courses to change your language preference, departmental affiliation, address, etc. (see **Step 7** in the **New CITI User** instructions). Look at the top of your Main Menu and click **My Profiles** to change your name, password, email address, security question, etc. (see **Steps 3 and 4** in the **New CITI User** instructions).

   • **Removing Affiliation**: If you remove your affiliation with GCARHC, CITI will still retain all your course completion history but there will no longer be any link for you to open it. Also, the IRB will not be able to see your training. You would need to "Click here to affiliate with another institution" and re-register with GCARHC to see the courses again. We do NOT recommend removing your affiliation even if you leave UC.

5. If you have questions about the CITI affiliation process, please contact UC's HRPP office: Claudia.Norman@uc.edu or 513-558-5784.

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FAQs

I took the "old" CITI training. Do I need to create a new userID for this "new" training?
No. If you have an existing account, please use it. If you have forgotten your username or password, contact CITI to have them send it to you by email. See **Existing CITI Users, Step 1** above. If your email address has changed, contact the HRPP office (Claudia.Norman@uc.edu or 558-5784) to reset it.

I already took the initial GCARHC CITI training and am now due for "Refresher". Do I have to take these new GCARHC courses?
Yes. Everyone will do this new basic GCARHC CITI training when they are due for a refresher. That way all researchers will have completed this baseline training by the end of 2020. See **Existing CITI Users**.

How long is my CITI training valid?
GCARHC CITI training is valid for 3 years. After that, refresher training will be needed on a 3-year cycle. December 31 expiration for all courses is NO LONGER IN EFFECT. CITI will send email reminders starting about 6 months before expiration. Even if you do not receive the reminders, it is your responsibility to keep track and do the refresher courses.

What will happen to the courses I have already completed?
They will stay in your account. To see them, log on as usual. On your Main Menu, look below your course list and click the link "View Previously Completed Coursework".

How long will the GCARHC CITI training take?
It depends a great deal on the number of courses you need to take and how much you already know about human research subject protections. Some courses contain multiple modules and others contain just one. As a "rule of thumb," allow about 20-30 minutes per module.

IT IS RECOMMENDED THAT YOU DO A LITTLE AT A TIME. The system saves the modules you have passed. ALLOW PLENTY OF TIME. Do NOT wait until the last minute! IRB approval cannot be released until ALL members of your research team have completed their GCARHC CITI training.

Will I get CMEs or Contact Hours?
CME/CEU credits are available from CITI, for a fee, for completion of some courses. Details are available via the CITI website.

How can I print my Completion Certificates?
Log on to CITI. On your Main Menu screen, find the course you took, look to the right under the column called Completion Reports, and click Print. You might need to scroll to the right to see that column.

Sometimes I do social/behavioral research and sometimes biomedical research. Will this count for both?
Yes. Be sure that your answers to the registration questions reflect the diversity of research you could possibly do.

Whom do I contact with questions?
Claudia Norman, Education and Outreach Specialist   513-558-5784   claudia.norman@uc.edu
Angela Braggs-Brown, HRPP Director   513-558-3005   broag@ucmail.uc.edu

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