

CITI Program for JWU Researchers

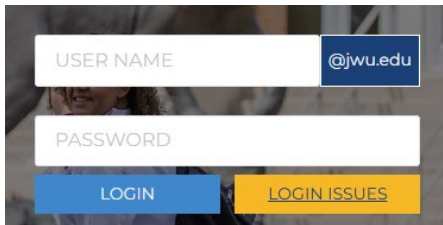
Instructions

1. Enter <https://about.citiprogram.org> into your web browser.
2. Click  in the upper right corner of the screen.
3. Choose **LOG IN THROUGH MY ORGANIZATION**
4. On the next page, type Johnson & Wales in the text box indicated at right. A drop-down menu will appear with Johnson & Wales University listed.

5. Choose Johnson & Wales University, and click

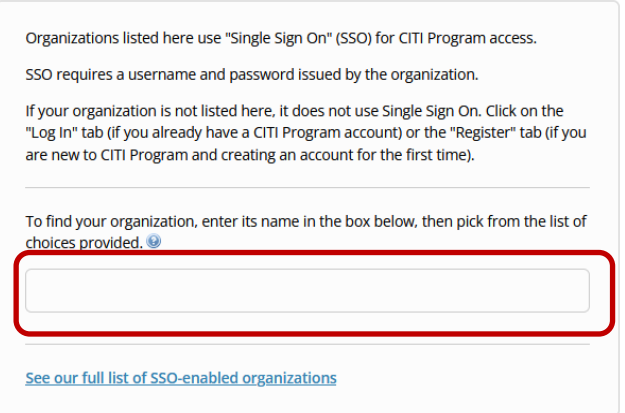


6. Add your JWU user name and password here:



7. If you already have a CITI Program account through a different organization or through an individual investigator account, select "I already have a CITI Program account," and follow the instructions.

For new users, select "I don't have a CITI Program account and I need to create one," and continue as instructed below.



Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

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

[See our full list of SSO-enabled organizations](#)

Associate your SSO account with a CITI Program account

Please choose an option:

- ☐ I already have a CITI Program account.
- ☐ I don't have a CITI Program account and I need to create one.

8. Click on "Create A New CITI Program Account."

Create a new CITI Program account

By clicking the button below, you will create a new CITI Program account.

Create A New CITI Program Account

9. The next "Profiles" window will ask you to provide a security question and answer. You may also provide a secondary email address in case you lose access to log in via JWU. Add information, click on "Update," and then click on "Home."

Profiles
Member Profile

[Home](#) > [Profiles](#) > Update

Your account has been successfully registered.

In case you lose access to log in via Johnson & Wales University, please submit a security question and answer, and optionally provide a secondary email address.

Fields marked with an asterisk (*) are required.

Security Question *

...

Security Answer *

Your secondary email address

Please verify your secondary email address

[Cancel](#) [Update](#)

10. Click "View Courses" on the next screen.

Institutional Courses

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](#).

Johnson & Wales University

View Courses

11. Click "Add a Course."

You are not enrolled in any courses for this institution.

!

Add a Course

12. Scroll through the questions and course options on the following page and make appropriate selections based on your circumstances. Click "Not at this time" if a question is not relevant to you or required by IRB. Note in particular:

- Question 1 (at right) asks that you choose a learner group. Select "Social & Behavioral Research Investigators" to add the Social & Behavioral Research module to your course list.

- Select Social and Behavioral Responsible Conduct of Research in response to Question 5 to add that module to your course list.

Question 5

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- ☐ Biomedical Responsible Conduct of Research
☐ Responsible Conduct of Research for Engineers
☐ Humanities Responsible Conduct of Research
☐ Physical Science Responsible Conduct of Research
☒ Social and Behavioral Responsible Conduct of Research
☐ Not at this time.

- Individuals pursuing federally funded research grants must complete the Conflicts of Interests (COI) module. To add the COI module, click "Yes" for Question 6 (at right).

The COI module may also be required by other external funding sources. If you expect to pursue external funding to support research projects, please review applications requirements carefully to determine if COI training will be required.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- ☐ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
☒ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
☐ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
☐ Not at this time.

Question 6

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

- ☒ Yes
☐ No

13. The next page will list courses (example at right) based on your previous selections. To begin completing course modules, click “Start Now” by any of the courses.

Learner Tools for Johnson & Wales University

will appear on most pages and include the following:

- **Add a Course** will return you to the list of questions so you can amend your selections if necessary.
- **Remove a Course** takes you to your current course list so you delete courses that are no longer relevant or required.
- **View Previously Completed Coursework** allows you to see your past scores, view course expiration dates, and print, view, and share completion records.
- **Update Institution Profile** allows you to update your institution-specific details, such as your institutional ID, email, department, role in research, etc.
- **Remove Affiliation** allows you to remove the institutional affiliation.

Johnson & Wales University

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Johnson & Wales University
Biomedical Data or Specimens Only Research
Stage 1 - Basic Course
0 / 7 modules completed [Start Now](#)

Johnson & Wales University
Social & Behavioral Research
Stage 1 - Basic Course
0 / 15 modules completed [Start Now](#)

Johnson & Wales University
Social and Behavioral Responsible Conduct of Research
Stage 1 - RCR
0 / 9 modules completed [Start Now](#)

Completed Courses [Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

Learner Tools for Johnson & Wales University

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

14. You will be prompted to agree to various terms before proceeding to the course modules. (See Assurance Statement below.)

Assurance Statement

Biomedical Data or Specimens Only Research - Basic Course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

☒ I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel
Submit

Review the assurances, check the box if you agree to the terms, and click "Submit."

Once you check the box and click on "Submit" at the end of the Assurance Statement, you will be taken to the screen listing the Required Modules and the Supplemental (i.e., optional) Modules for your category.

Social & Behavioral Research

Johnson & Wales University

INSTRUCTIONS

- Complete all 15 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS

0 / 15
modules
complete

SCORE

0%

You have unfinished required or elective modules remaining.

Required Modules

Complete all 15 required modules.

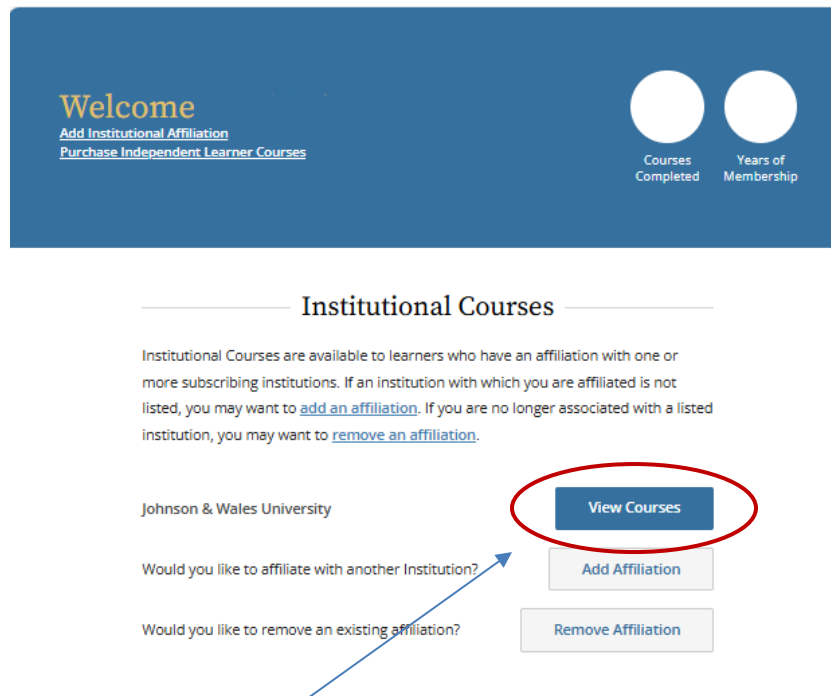
Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	Incomplete	-	Start
Populations in Research Requiring Additional Considerations and/or Protections (ID 16680)	Incomplete		Start
History and Ethical Principles - SBE (ID 490)	Incomplete	-	Start

Supplemental Modules

Modules	Completed	Score	
The IRB Administrator's Responsibilities (ID 13813)	Incomplete	-	Start
Cultural Competence in Research (ID 15166)	Incomplete	-	Start

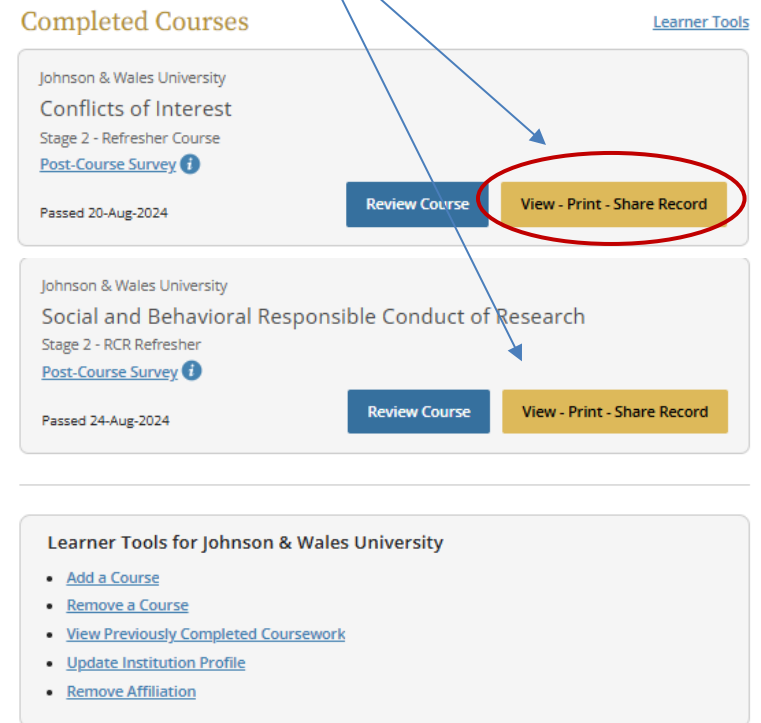
15. Click "Start" to begin working your way through the required course modules in sequence. You may complete the optional Supplemental Modules at any time and in any sequence.

16. Click [My Courses](#) at top of any page to return to the Institutional Courses page.



Click "View Courses" to begin new courses and modules.

Your completed courses will be listed with the option to review each course and your completion record. Click "View – Print – Share Record."



17. Click "View / Print" under "Completion Certificate."

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Social and Behavioral Responsible Conduct of Research

Name	Stage	Completion Date	Expiration Date	Record ID
Completion Report Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts. View / Print Copy Link ↗ Completion Certificate Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online. View / Print Copy Link ↗ Add to LinkedIn				

18. Your completion certificate will appear. (See the example below.) Save or print your certificate(s) as PDF documents using the following naming convention: **Last Name, First Initial_Course Name** (e.g., "Wales, M._Social and Behavioral RCR"). Submit each certificate to the IRB according to the instructions associated with the Research Proposal Application.

Completion Date _____
 Expiration Date _____
 Record ID _____

This is to certify that:

Your name here

Has completed the following CITI Program course:

Social and Behavioral Responsible Conduct of Research
(Curriculum Group)

Social and Behavioral Responsible Conduct of Research
(Course Learner Group)

Not valid for renewal of certification through CME.

Under requirements set by:

Johnson & Wales University

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