Princeton University
Institutional Review Board

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI) 2015-2016

Human Subjects Training Instructions

Research Integrity and Assurance
87 Prospect Avenue, 3rd Floor
irb@princeton.edu
609.258.0865
Welcome to CITI training for human subject research at the Princeton IRB

CITI training (either the social/behavioral course or the biomedical course) is required. Faculty Advisors can choose the following abbreviated CITI courses: social/behavioral course for faculty advisors or biomedical course for faculty advisors. CITI training is valid for three years.

**CITI LOGIN AND REGISTRATION** – Visit [http://www.citiprogram.org](http://www.citiprogram.org) to complete human subjects training

**New Users**: Create an account by selecting “Register.” See New User Registration for additional help. Once you have registered, you can save your training progress and log in as many times as needed.

**Existing users**, log in using your existing username and password. (Note: this username and password may be different from your Princeton LDAP). See the Registered Users section below for additional steps.
Registered Users (for existing CITI accounts):

Affiliating with Princeton

Affiliate with another institution: If you have taken CITI training at another institution, it may be accepted provided that all Princeton required modules have been completed. To check, you must affiliate with Princeton University. Choose “affiliate with another institution” and select Princeton University as the participating institution. See New User Registration instructions below for additional help.
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### Required Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Ethical Principles - SBE (ID: 490)</td>
<td>07/06/07</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Defining Research with Human Subjects - SBE (ID: 491)</td>
<td>07/06/07</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>The Regulations - SBE (ID: 502)</td>
<td>07/06/07</td>
<td>6/6 (100%)</td>
</tr>
<tr>
<td>Assessing Risk - SBE (ID: 503)</td>
<td>07/06/07</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Informed Consent - SBE (ID: 504)</td>
<td>07/06/07</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Conflicts of Interest in Research Involving Human Subjects (ID: 488)</td>
<td>07/17/07</td>
<td>2/2 (100%)</td>
</tr>
<tr>
<td><strong>Privacy and Confidentiality - SBE (ID: 505)</strong></td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Research with Prisoners - SBE (ID: 506)</td>
<td>07/06/07</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Research with Children - SBE (ID: 507)</td>
<td>07/06/07</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Research In Public Elementary and Secondary Schools - SBE (ID: 508)</td>
<td>07/06/07</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>International Research - SBE (ID: 509)</td>
<td>07/06/07</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Internet Research - SBE (ID: 510)</td>
<td>07/06/07</td>
<td>4/4 (100%)</td>
</tr>
</tbody>
</table>
# New User Registration

## Step 1

### Participating Institutions:
To fulfill Princeton University human subject training requirements, please be sure to select Princeton University as the participating institution.

![Select An Institution](image)

## Step 2

### Personal Information:
Provide your institutional email address as the primary contact. If you do not have a Princeton.edu account, you may use your current email address.

![Personal Information](image)
Step 3

Create your Username and Password

* Indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Institutional Review Board

Your password should consist of 8 to 50 characters. Your password is case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

Password

* Verify Password

Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

In what city were you born?

* Security Answer

Princeton

Profile Information: Choose a username and password that you will use to access the training modules. The IRB office does not maintain username and passwords. For assistance with creating or remembering your username and password, please return to the main page of the site and choose the “forgot username/password” option.

Step 4

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? Why does CITI Program use these categories? Why does CITI Program ask about your gender?

* Indicates a required field.

* Your Gender Is:

○ Male
○ Female
○ I would rather not disclose

* Your Ethnicity Is: (You may choose only one)

○ Hispanic or Latino
○ Not Hispanic or Latino
○ I would rather not disclose

* Your Race Is: (You may choose more than one)

☐ American Indian or Alaska Native
☐ Black or African American
☐ Asian
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ I would rather not disclose
Step 5

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

Step 6

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Princeton University

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Please input your princeton.edu email address in this section. If you do not have a Princeton email account, you may use your current email from another institution.
CITI training (either the social/behavioral course or the biomedical course) is required. Faculty Advisors can choose the following abbreviated CITI courses: social/behavioral course for faculty advisors or biomedical course for faculty advisors. CITI training is valid for three years. In other words, COI or RCR training is insufficient IRB training.

Once you have selected the appropriate human subjects training course, click “Complete Registration”. You will receive a confirmation email to finalize the registration process.
In order to begin training, you must complete the “Integrity Assurance Statement” as shown below.

Assurance Statement:
Read the Conditions of Use and select the appropriate statement. Click “Submit” to begin training.
For any questions or concerns regarding training, please contact the IRB office:

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