



**RESEARCH** Research Integrity  
and Assurance

**Princeton University**  
**Institutional Review Board**

**COLLABORATIVE**  
**INSTITUTIONAL TRAINING**  
**INITIATIVE (CITI)**

Human Subjects Training Instructions for CITI

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

Human subjects training is required for the PI and all research personnel. Please refer to [SOP 202](#) for details.

**CITI LOGIN AND REGISTRATION** – Visit <http://www.citiprogram.org> to complete human subjects training

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with a language selector (USA - English), a text size selector (A A), and links for Log In, Register, and Help. Below this is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar for the Knowledge Base is also present. A main navigation menu includes Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The main content area features a large image of a computer monitor displaying the CITI PROGRAM logo, with a keyboard and mouse in front of it. To the right of the image is a login and registration form with fields for Username and Password, a Log In button, a link for "Forgot Username or Password?", and a "Create an account" section with a Register button. Below the image, a text box states "Over 5.0 million CITI Program courses have been completed since 2000".

### CITI Program Announcements

Using the New CITI Program Website (August 2013)

### Help & Support

How do I register?

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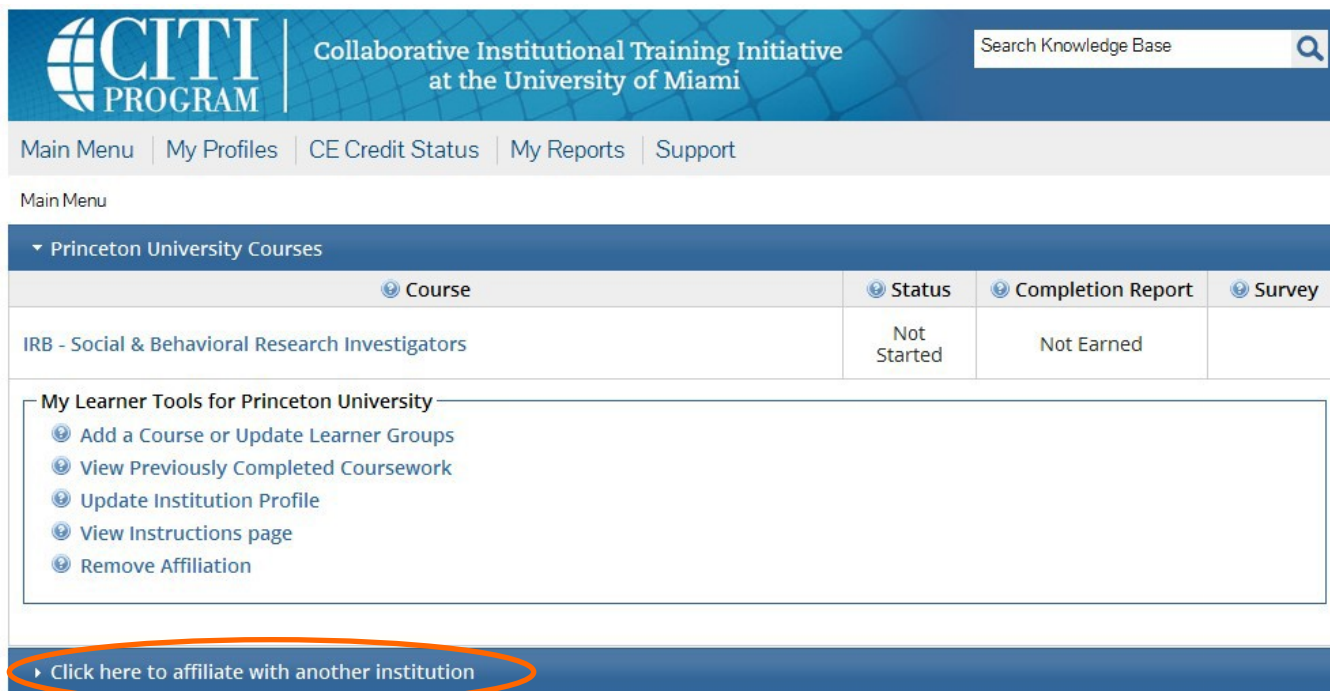
**New Users:** Create an account by selecting "Register." See [New User Registration](#) for additional help. Once you have registered, you can save your training progress and log in as many times as needed.

**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.

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## Registered Users (for existing CITI accounts):

### Affiliating with Princeton



The screenshot shows the CITI PROGRAM interface for the University of Miami. The header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar for the Knowledge Base is also present. The main menu includes links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support".

The "Main Menu" section is expanded to show "Princeton University Courses". Below this is a table with columns for "Course", "Status", "Completion Report", and "Survey". The table contains one entry: "IRB - Social & Behavioral Research Investigators" with a status of "Not Started" and a completion report of "Not Earned".

Below the table is a section titled "My Learner Tools for Princeton University" with the following links:

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

At the bottom of the interface, a link "Click here to affiliate with another institution" is circled in orange. An orange arrow points from this link to a text box below.

**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.



Main Menu

Princeton University Courses

Course	Status	Completion Report	Survey
IRB - Social & Behavioral Research Investigators	Incomplete	Not Earned	

My Learner Tools for Princeton University

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Please refer to [SOP 202](#) for the CITI modules that are accepted by the IRB

Main Menu > Course IRB - Social & Behavioral Research Investigators

IRB - Social & Behavioral Research Investigators - Basic Course

To pass this course you must:

- Complete all 16 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score

98%

Required Modules

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

# New User Registration

## Step 1

**CITI - Learner Registration**

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

**\* Select An Institution**

\* indicates a required field.

Choose your institution from the appropriate dropdown menu. Choose **only one institution**. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions  
Princeton University

Veterans Affairs

Department of Energy

HIV/AIDS Network Coordination (HANC)

Canadian Institutions

India Participating Institutions

Korea Participating Institutions

I am not affiliated with a participating institution. I would like to register with CITI as an independent learner. (Fees apply.)

My institution is not listed as a participating institution. [Click here for information on how to subscribe as a participating institution.](#)

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

[Continue to Step 2](#)

## Step 2

**CITI - Learner Registration**

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

**Personal Information**

\* indicates a required field.

\* First Name Institutional

\* Last Name Review Board

\* Email Address irb@princeton.edu

\* Verify email address irb@princeton.edu

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.  
If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address

Verify secondary email address

**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.

[Continue to Step 3](#)

### Step 3

#### CITI - Learner Registration

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

#### 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

.....

\* Verify 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

Continue to Step 4

### 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

**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.

Continue to Step 5

## 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.

## Step 7

### CITI - Learner Registration

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

### Select Curriculum - Princeton University

\* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click [here](#) to review the Princeton University instructions page.

### Question 1

## Conflict of Interest

Would you like to take Princeton University's Conflicts of Interest Training Course?

Choose one answer

- FCOI: Conflict of Interest
- No, thank you.

Please refer to [SOP 202](#) for the CITI modules that are accepted by the IRB

### Question 2

## Human Subject Research

Please select the Human subject course you wish to take:

Choose all that apply

- IRB - Biomedical Research Investigators
- IRB - Social & Behavioral Research Investigators
- IRB - Board Members
- IRB - Administrative Staff
- IRB Chairs and Vice-Chairs
- No, thank you.

### Question 3

## Begin required modules

## Responsible Conduct of Research

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

Choose all that apply

- RCR: Computer Science
- RCR: Chemical & Biological Engineering undergraduates
- RCR: Chemical & Biological Engineering researchers
- RCR: Chemical & Biological Engineering researchers with animal subjects
- RCR: ORFE PostDoc
- RCR: ORFE VSRC
- RCR: ORFE Graduate (case-by-case)
- RCR: ORFE Undergrad
- RCR: General Engineering
- RCR: AOS students and researchers
- RCR: Geosciences students and researchers
- RCR: General Physical Sciences
- RCR: General Biomedical Sciences
- RCR: Economics graduate students
- RCR: General Social & Behavioral Sciences
- RCR: Biomedical Responsible Conduct of Research
- RCR: Anthropology
- RCR: General Arts & Humanities
- RCR: General Research Administration
- RCR: Sociology (Post-Docs)
- RCR: Sociology (Undergraduates)
- RCR: Mathematics & PACM
- RCR: Physics Students and Postdocs
- RCR: MAE All Researchers
- RCR: MAE Undergraduates
- No, thank you.

Once you have selected the appropriate human subjects training course, click "Complete Registration". You will receive a confirmation email to finalize the registration process.

Complete Registration



### IRB - Social & Behavioral Research Investigators - Basic Course

To pass this course you must:

- Complete all 16 required modules
- Achieve an average score of 80% on all quizzes

Your Current Score

0%

You have unfinished modules remaining

#### Assurance Statement

CITI Program [Conditions of Use](#) include the following provisions:

- Only One Account:** I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.
- No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.
- Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.
- No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.
- No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners..
- My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution..

**Begin human subjects training:**  
In order to begin training, you must complete the "Integrity Assurance Statement" as shown below.

Select the appropriate statement then click the Submit button:

- I AGREE to the above and the other [Conditions of Use](#) for accessing CITI Program materials.
- I DO NOT AGREE, and wish to be contacted about one or more of the [Conditions of Use](#).

#### Assurance Statement

CITI Program [Conditions of Use](#) include the following provisions. Please read them carefully.

- Only One Account:** I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.
- No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.
- Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.
- No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.
- No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners..
- My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution..

Select the appropriate statement then click the Submit button:

- I AGREE to the above and the other [Conditions of Use](#) for accessing CITI Program materials.
- I DO NOT AGREE, and wish to be contacted about one or more of the [Conditions of Use](#).

Submit

**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:

**Research Integrity and Assurance**  
Institutional Review Board 87 Prospect Avenue, 3<sup>rd</sup> Floor  
609-258-0865