

Instructions for CITI Program

1. Go to <https://myresearch.wsu.edu/Dashboard.aspx>
2. Click on the Training Tab then select Mandatory Training
3. Select the CITI Responsible Conduct of Research/Conflict of Interest Training
4. In the right side of the page, click on “Register.”



The screenshot shows the CITI PROGRAM logo at the top center. To the right of the logo, there is a language dropdown menu set to "English". Below the logo, there are three links: "LOG IN" (underlined), "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (circled in yellow). Below these links are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. A blue "Log In" button is positioned below the input fields.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)

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5. CITI Learner Registration – Select your organization affiliation. Start typing in Washington State University and it will pop up as a drop-down choice. Select it and then click on “I AGREE” and then click on “I AFFIRM.” Then click on “continue” to create your CITI Username/Password.

The screenshot shows the 'CITI - Learner Registration' interface. At the top, a progress bar indicates 'Steps: 1 2 3 4 5 6 7', with step 1 highlighted. The main heading is 'Select Your Organization Affiliation'. Below this, a red note states: 'This option is for persons affiliated with a CITI Program subscriber organization. To find your organization, enter its name in the box below, then pick from the list of choices provided.' A search box contains 'Washington State University'. Below the search box, a note reads: 'Washington State University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There is a checkbox labeled 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' Below this is a separator line with 'or' in the middle. The second section is 'Independent Learner Registration'. A red note states: 'Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.' There is another checkbox labeled 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.'

6. Learner Registration - Create your username and password.

7. Learner Registration – Select “No” for CEU credits. **Selecting “Yes” is optional, however, you will be financially responsible, not WSU.**

The screenshot shows the 'CITI - Learner Registration - Washington State University' interface. At the top, a progress bar indicates 'Steps: 1 2 3 4 5 6 7', with step 5 highlighted. A red note states: '* indicates a required field.' The main heading is '* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?'. Below this, a note reads: 'CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.' Another note states: 'CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.' There are two radio button options: 'Yes' and 'No'. The 'Yes' option has a text box containing: 'At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.' The 'No' option has a text box containing: 'The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.'

8. Please provide the following information requested by Washington State University. ***Be sure to enter your WSU ID # in the WSU ID# field, or you will not receive credit for completing your training.**

[Home](#) > [Profiles](#) > Affiliate with an Institution

i Please provide the following information requested by Washington State University.

Fields marked with an asterisk (*) are required.

Language Preference
English ▼

Institutional email address *

Gender *
Prefer not to answer ▼

Highest degree *
... ▼

Employee Number

WSU ID# (please note that if this is entered incorrectly, you may not get credit for completed training) *

Department

Role *
Student Researcher - Graduate level ▼

Address Field 1

Employee Number

Which course do you plan to take?

- Select “Responsible Conduct of Research”
- DNP/PhD Students: On the next screen you will add the Basic Human Subjects – Social & Behavioral Focus” modules.

Which course do you plan to take? *

Responsible Conduct of Research ▼

Home Phone

Next

9A. **MN Students Only:** Select “Yes, I need the course on Responsible Conduct of Research” and “Yes, I need the course on Conflicts of Interest.” After you answer this question, you will then jump to Question 5.

Question 1

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

- Yes, I conduct research with **live human beings, human samples or with data** derived from human beings.
- Yes, I conduct research or teaching activities that utilizes **live, animal subjects** or tissues derived from live animal subjects.
- Yes, I need/want to take the course on **Responsible Conduct of Research (RCR)**.
- Yes, I need/want to take the course on **Conflicts of Interest**.
By completing CITI COI training, user attests that they have read and understand their responsibilities under **WSU Executive Policy #27**:
<https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep27-ethics-conflict-interest-technology-transfer/>

9B. **DNP/PhD Students Only:** Select “Yes, I conduct research with live human beings, human samples or with data derived from human beings” and “Yes, I need the course on Responsible Conduct of Research” and “Yes, I need the course on Conflicts of Interest.” After you answer this question, you will continue to Question 2.

Question 1

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

- Yes, I conduct research with **live human beings, human samples or with data** derived from human beings.
 - Yes, I conduct research or teaching activities that utilizes **live, animal subjects** or tissues derived from live animal subjects.
 - Yes, I need/want to take the course on **Responsible Conduct of Research (RCR)**.
 - Yes, I need/want to take the course on **Conflicts of Interest**.
By completing CITI COI training, user attests that they have read and understand their responsibilities under **WSU Executive Policy #27**:
<https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep27-ethics-conflict-interest-technology-transfer/>
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For most of you, this is your first time using the CITI Program, you will need to complete the Basic Course. If you have already completed the Basic Course, you will only need the Refresher Course.

Question 2

In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

This question is required. Choose one answer.

- NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.
- Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

Start Over

Next

Choose **either** “Biomedical Research Investigators” (9 modules) or “Social & Behavioral Research Investigators” (8 modules) based on your role and type of human subjects activities you will conduct.

Question 3

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.

This question is required. Choose one answer.

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects. Choose either Biomedical or Social to Meet IRB Requirements.
- 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. Choose either Biomedical or Social to Meet IRB Requirements.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Students conducting no more than minimal risk research**
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.
- Other Groups**
-

10A. **MN Students Only:** Select the applicable course for RCR. If you are not involved specifically in biomedical, social and behavioral, physical science, humanities, or engineering, please select “Responsible Conduct of Research for Administrators.” Select Next.

Question 5

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

This question is required. Choose one answer.

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators

Start Over

Next

10B. **DNP/PhD Students Only:** Choose the corresponding Responsible Conduct of Research: **Either** “Biomedical Responsible Conduct of Research Course or “Social & Behavioral Responsible Conduct of Research Course” based on your role and type of human subjects activities you will conduct.

Question 5

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

This question is required. Choose one answer.

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators

Start Over

Next

Question 6

If you want to take Good Clinical Practice (GCP) or Health Information Privacy and Security (HIPS), please make your selection below.

This question is required. Choose all that apply.

- Good Clinical Practice (GCP)
- CITI Health Information Privacy and Security (HIPS) for Clinical Investigators
- CITI Health Information Privacy and Security (HIPS) for Clinicians
- CITI Health Information Privacy and Security (HIPS) for Students and Instructors
- CITI Health Information Privacy and Security (HIPS) for Fundraisers
- CITI Health Information Privacy and Security (HIPS) for Marketers
- No, thanks.

Question 8

Please select below if you wish to enroll in the IRB Chair or Institutional/Signatory Official: Human Subject Research courses.

Choose all that apply.

- IRB Chair
- Institutional/Signatory Official: Human Subject Research
- IRB Administration
- Not at this time.

[Start Over](#)

[Next](#)

11. Courses Ready to Begin – Start Now!

MN Students – your screen should look like this:

Courses Ready to Begin

[Learner Tools](#)

Washington State University
Conflicts of Interest
Stage 1
0 / 2 modules completed
[Start Now](#)

Washington State University
Responsible Conduct of Research for Administrators
Stage 1 - RCR
0 / 7 modules completed
[Start Now](#)

DNP/PhD Students – your screen should look like either of these based on if you chose Biomedical or Social and Behavioral:

Washington State University
Biomedical Research
Stage 1 - Basic Course
0 / 9 modules completed
[Start Now](#)

Washington State University
Biomedical Responsible Conduct of Research
Stage 1 - RCR
0 / 11 modules completed
[Start Now](#)

Washington State University
Conflicts of Interest
Stage 1
0 / 2 modules completed
[Start Now](#)

The image displays three course cards from Washington State University, each with a progress bar and a 'Start Now' button. The first card is for 'Conflicts of Interest' (Stage 1) with 0/2 modules completed. The second card is for 'Social and Behavioral Responsible Conduct of Research' (Stage 1 - RCR) with 0/10 modules completed. The third card is for 'Social/Behavioral Research Course' (Stage 1 - Basic Course) with 0/8 modules completed.

Course Name	Stage	Modules Completed	Total Modules
Conflicts of Interest	Stage 1	0	2
Social and Behavioral Responsible Conduct of Research	Stage 1 - RCR	0	10
Social/Behavioral Research Course	Stage 1 - Basic Course	0	8

12. Assurance Statement

13. Complete Modules and select a module format

- Modules consist of text, pictures, video and exercises that teach a certain concept. At the end of each module, you will be asked to complete a series of questions demonstrating your understanding of the topic being taught.
- **All modules must be passed with an average score of 80%.** You may retake modules to increase your score; however, your score on the final module will not be adjustable, so you will want to make sure you have a strong average going into this last module so you don't have to retake the entire course. Courses are not timed and can be completed over multiple sittings.
- Once you have started a module, its status on the course homepage will be updated to reflect that it is "incomplete"; upon completion, its status will be changed to its completion date and you will see your score in the adjacent column.

14. Course Completion and Certification

- Once you have completed all the modules in a course, you will see your "completed gradebook" including your cumulative score for the course. You may come back to these completed modules at any time to review the topics covered in the course. At the completion of each course, a completion certificate will be generated for your records.

- Provide an email or print copy of this certificate to upload into E*Value as proof of documentation.

15. **CITI Questions** can be directed to Ariana Evensen, Subaward and Contract Administrator at 509-358-7638 or ariana.evensen@wsu.edu.