

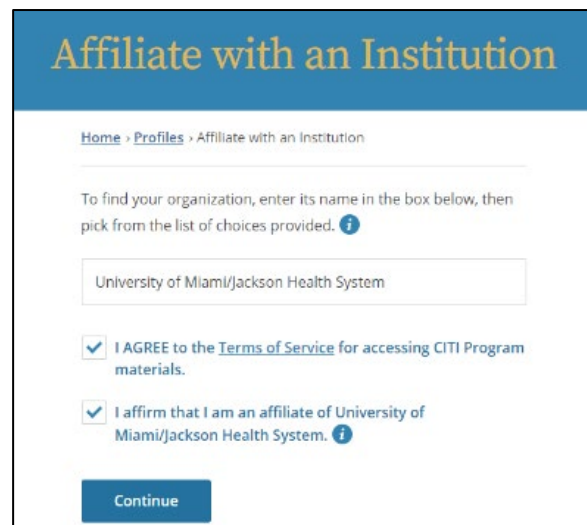
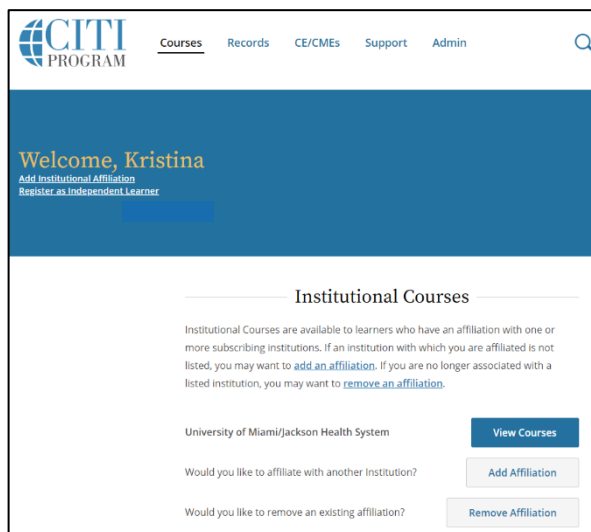
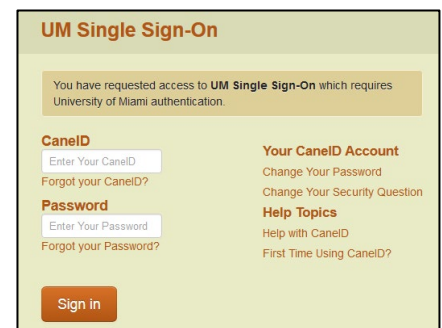
RSM 700 Research Ethics: Using CITI PROGRAM at the University of Miami

CITI Program can be accessed by UM affiliates using their CaneID and password, in a process called “Single Sign On” (SSO). Access via UM Single Sign On is only intended for UM affiliates with valid CaneIDs.

[Login to CITI Program](#)

LOGIN INSTRUCTIONS

- Click on the [Login to CITI Program](#) link above.
 - If this link does not work, go to <https://www.citiprogram.org/index.cfm?pageID=668>.
Select **LOG IN THROUGH MY ORGANIZATION** then enter in the textbox: University of Miami Jackson Health System. Click **Continue** to login with your CaneID and Password.
- The CaneID Authentication Service “Single Sign On” page will appear. Enter your CaneID and Password then click **Sign in**.
 - If this is the first time you have logged into CITI Program as a UM affiliate, a new CITI account is created for you.
 - If you already have a CITI Program account but have not previously used it for UM-related work, a new “affiliation” is created.
- If you do not see **University of Miami Jackson Health System** as one of your institutions on the homepage, click **Add Affiliation** or **Add Institutional Affiliation** (top left corner under your name). On the next page, enter **University of Miami Jackson Health System** in the search box, select the checkboxes and click **Continue**.



REQUIRED COURSES FOR RSMAS

All RSMAS graduate students are required to complete the following CITI PROGRAM courses:

- **Responsible Conduct of Research (RCR)**
- **Plagiarism**

An additional course is required for students who receive a stipend from their advisor:

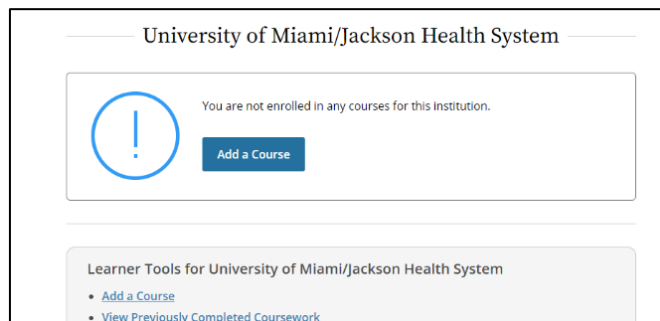
- **Conflict of Interest Course (COI)**

SELECTING THE REQUIRED COURSES

1. Click **View Courses** (next to ***University of Miami Jackson Health System***).

2. On the next page, click **Add a Course**.

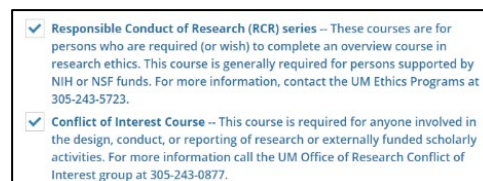
- ❖ *You can also add courses under **Learner Tools for University of Miami Jackson Health System**.*



3. On the next page under Question 3, select **Responsible Conduct of Research (RCR) series** from the menu of course series choices.

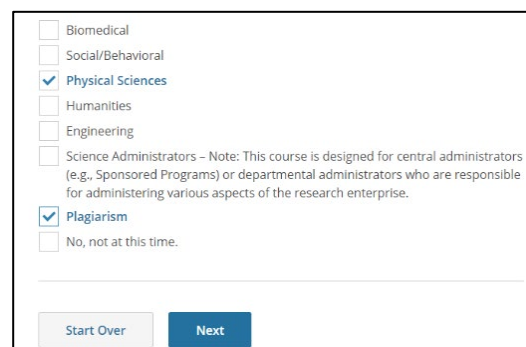
- ❖ Students receiving a stipend from an advisor must also select **Conflict of Interest Course (COI)** and complete the UDisclose System (*access is assigned to those involved in specific projects*).

- **Access the UDisclose System**
 - **Conflict of Interest Policy**
 - **UDisclose Policy**



4. Click **Next**.

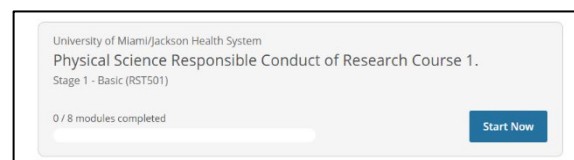
5. On the next page under Question 17, select the version of the RCR course that best fits your disciplinary background or area of research (*e.g., **Physical Sciences**; the disciplinary version is not important since all RCR courses are similar*).



6. Select the **Plagiarism** option (*required for all RSMAS Graduate Students*).

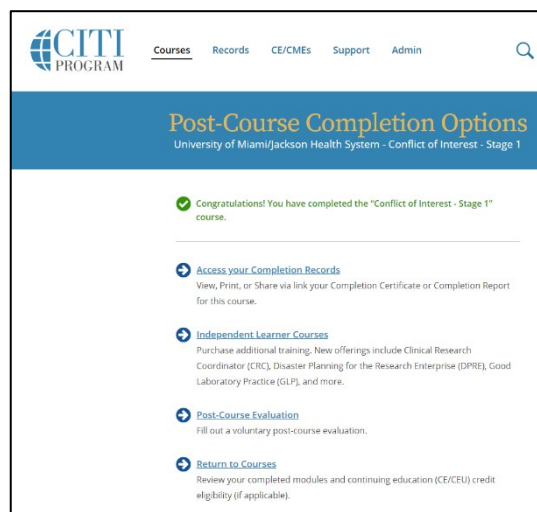
7. Click **Next**.

8. Under ***Courses Ready to Begin***, click **Start Now**.



COMPLETION REPORTS & GRADES FOR RSM 700

1. After you complete the course and pass the quiz, click **Access your Completion Records** to download the completion report.
 - You can also access completion reports under the **Records** tab. Locate **Completion Records** then click **View-Print-Share**.



2. Under **Completion Report**, select **View/Print** to save the PDF or **Copy Link**.



3. By **Wednesday, September 15, 2021**, please email your **completion reports** (PDF or link) for RCR, Plagiarism, and COI to:
 - **gso@rsmas.miami.edu** if you are MS or PhD
 - **mps@rsmas.miami.edu** if you are MPS
 - When grades are released for the fall semester in December, you will see a grade of "S" for Satisfactory completion of RSM 700.
 - **Failure to submit the completion reports by the deadline may result in an incomplete grade.**

CONTACT NUMBERS FOR ASSISTANCE

- **UM Information Technology Help Line** at (305) 284-6565 or (305) 243-5999 for general technical assistance with UM computer and network resources.
- **CITI Program Help Desk** at (305) 243-7970 for assistance with using the CITI Program website.

For questions about required CITI Program training for UM affiliates, please contact the organization related to your topic of study:

- **Animal Care and Use** – (305) 243-2311
- **Biosafety** – (305) 243-9291
- **Disclosures & Conflict of Interest** – (305) 243-4054
- **Export Control** – (305) 243-9545
- **Human Subject Research Office** – (305) 243-3195
- **Information Privacy and Security** – (305) 243-5000
- **Responsible Conduct of Research** – (305) 243-5723