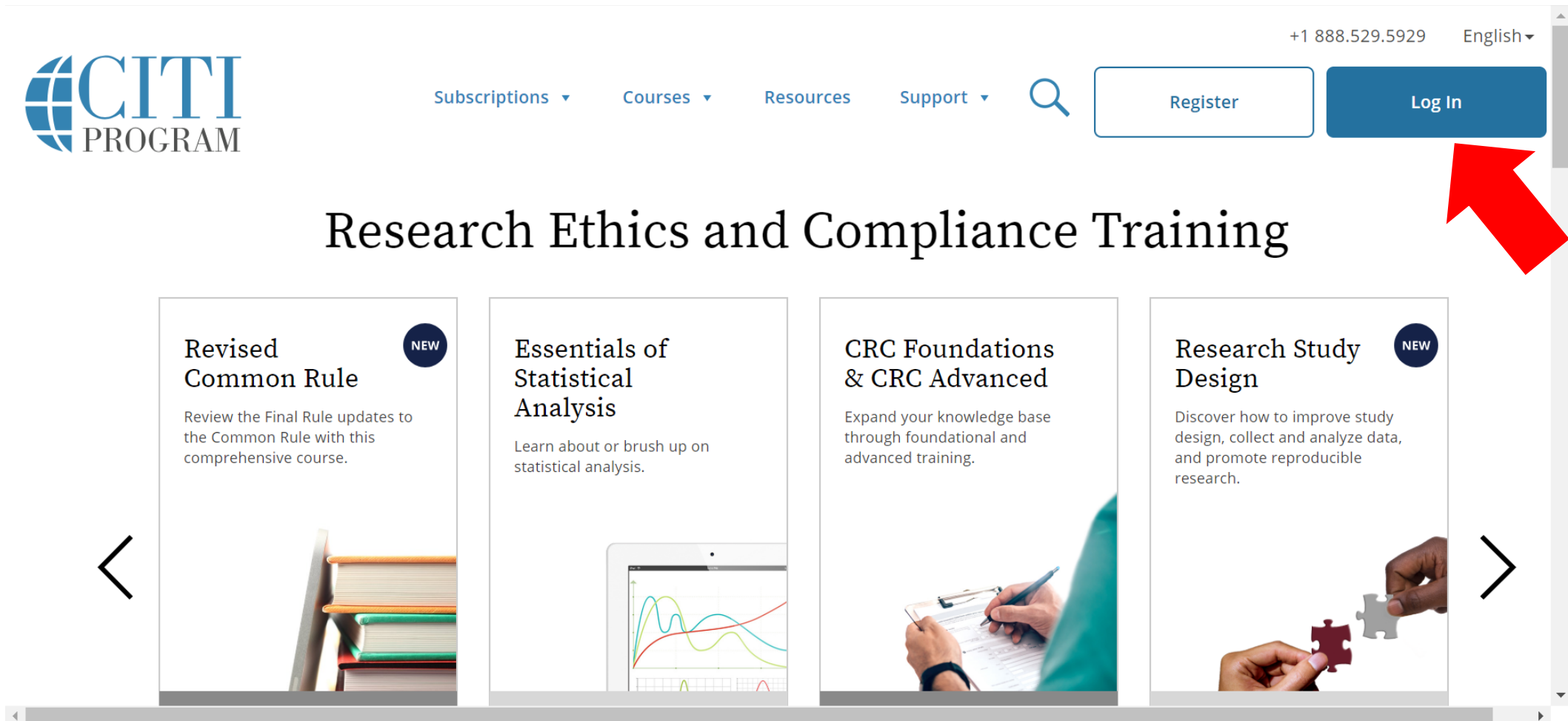# CITI Training Login and Course Registration

Follow these instructions to log in to your CITI account and add the appropriate courses.

NOTE: These instructions utilize the new Single Sign-On (SSO) method of accessing CITI training. If you haven't associated your CITI account with your SMU credentials, please see these instructions. If you prefer not to use SSO, you may still log in using your CITI credentials, then skip to Page 4 of these instructions.

Navigate to www.citiprogram.org and select
"Log In" in the upper right hand corner.

Select "Log In Through My Institution."
Scroll down to find Southern Methodist University and select it.
Log in with your SMU credentials.

Scroll down to the bottom of the page.

Under "My Learner Tools for Southern Methodist University,"
select "Add a Course."

Learner Tools for Southern Methodist University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

Now you will select your curriculum. This can be changed at any time. If the training topic doesn't apply to you, select "Not at this time." See the following slides for more information about each training topic.

Human Subjects Research

All key personnel on Human Subjects Research projects must complete training before the study can be approved by the IRB. You may customize your training selection based on the type of research you will be performing: "Biomedical Research" or "Social & Behavioral Research." If the IRB has determined that your research project is eligible for an exemption, you may select the "IRB determined Exempt status" option. Finally, IRB Members will select the "IRB Members" option.

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.

◯ IRB determined Exempt status

◯ IRB Members

◯ Not at this time.

Responsible Conduct of Research

All researchers and students receiving external funding must complete Responsible Conduct of Research training every 3 years. Select the appropriate training option based on your classification: "Research Faculty & Staff," "Graduate Research Assistants," or "Graduate Teaching Assistants."

Question 2

Responsible Conduct of Research

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

○ Responsible Conduct of Research Course for Research Faculty & Staff

○ Responsible Conduct of Research Course for Graduate Research Assistants

○ Responsible Conduct of Research Course for Graduate Teaching Assistants

○ Not at this time.

Laboratory Animal Research

All animal users must complete the "Animal Users Course." In addition, you must select additional courses based on the species with which you work. Finally, IACUC members will select the "IACUC Members Course."

Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.

2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".

3. Choose the appropriate species specific electives according to your research interests.

- [ ] Animal Users Course
- [ ] IACUC Members Course
  Choose the appropriate species specific electives depending on your work or interests.
- [ ] I work with Frogs, Toads or other Amphibians
- [ ] I work with Mice. Family: Muridae Cricetidae
- [ ] I work with Rats. Genus: Rattus
- [ ] I work with Hamsters. Family: Muridae
- [ ] I work with Gerbils
- [ ] I work with Guinea Pigs
- [ ] I work with Ferrets
- [ ] I work with Rabbits, Family: Leporidae
- [ ] I work with Cats
- [ ] I work with Dogs
- [ ] I work with Swine
- [ ] I work with Non-Human Primates (NHP)
- [ ] I work with Fish
- [ ] Not at this time.

Export Controls

This specialized training is required for personnel included on a Technology Control Plan (TCP) or on a research project related to the transfer of equipment and technology that could be subject to export controls regulations.

Question 4

Please select your US Export Control Course below if you need to take US Export Control Course courses.

This question is required. Choose one answer.

○ CITI Export Controls Course
○ Not at this time, thank you.

Biosafety/Biosecurity

IBC members will select the "Institutional Biosafety Committee (IBC) Member" course. The remaining courses are available for informational purposes only.

Question 5

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

This question is required. Choose one answer.

- ○ Biosafety (Animals)
- ○ Biosafety (Humans)
- ○ General Laboratory Biosafety
- ○ Institutional Biosafety Committee (IBC) Member
- ○ Not at this time.

Financial Conflict of Interest

All Responsible Parties who receive external research funding must complete the Financial Conflicts of Interest training every 4 years. Responsible Parties are individuals who are responsible for the design, conduct, reporting, or oversight of externally sponsored research at SMU.

Question 6

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

○ Yes

○ No

After you have made a selection in each box, click "Submit." The courses will now be available in your account.

Contact Research Compliance at 214-768-2033 or ResearchCompliance@smu.edu with any questions.

Visit the Compliance Training website for more information.