

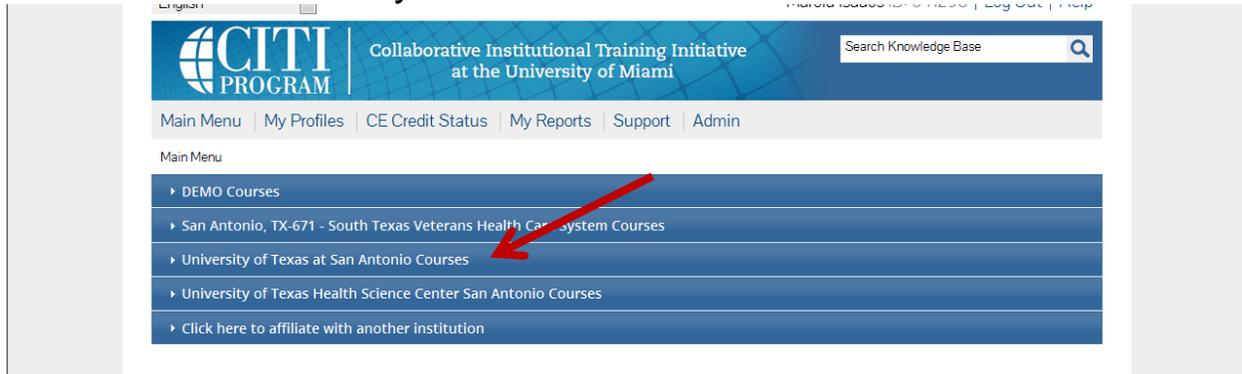
UTSA

Human Research Protection Education

CITI Program Instructions

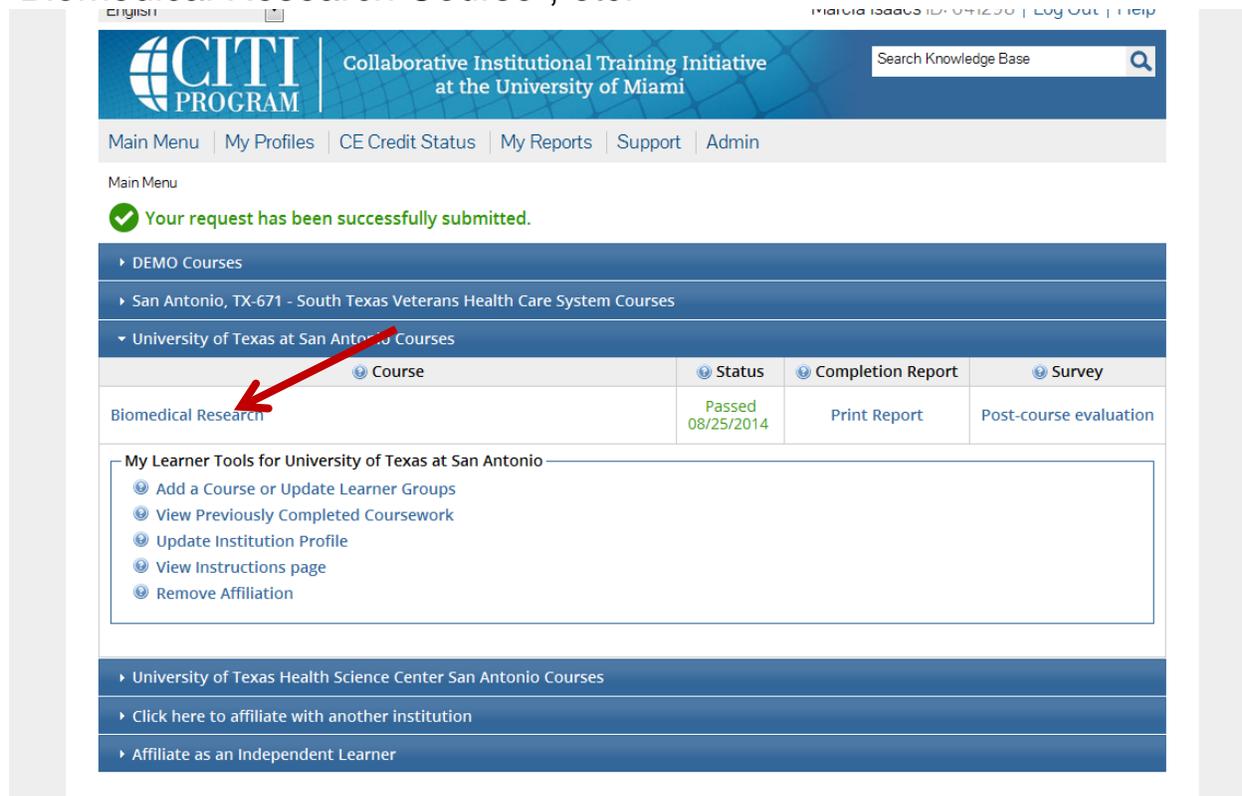
Part 2 (navigating to courses)

After you have signed up for courses...
Click on the “University of Texas at San Antonio Courses”



The screenshot shows the CITI Program interface. At the top, there is a header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the header is a navigation bar with links: Main Menu, My Profiles, CE Credit Status, My Reports, Support, and Admin. Under the Main Menu, there is a list of course categories: DEMO Courses, San Antonio, TX-671 - South Texas Veterans Health Care System Courses, University of Texas at San Antonio Courses (highlighted with a red arrow), University of Texas Health Science Center San Antonio Courses, and Click here to affiliate with another institution.

Your courses will be listed under “**Course**”.
Click on the name of the course (i.e. “Biomedical Research Course”, etc.

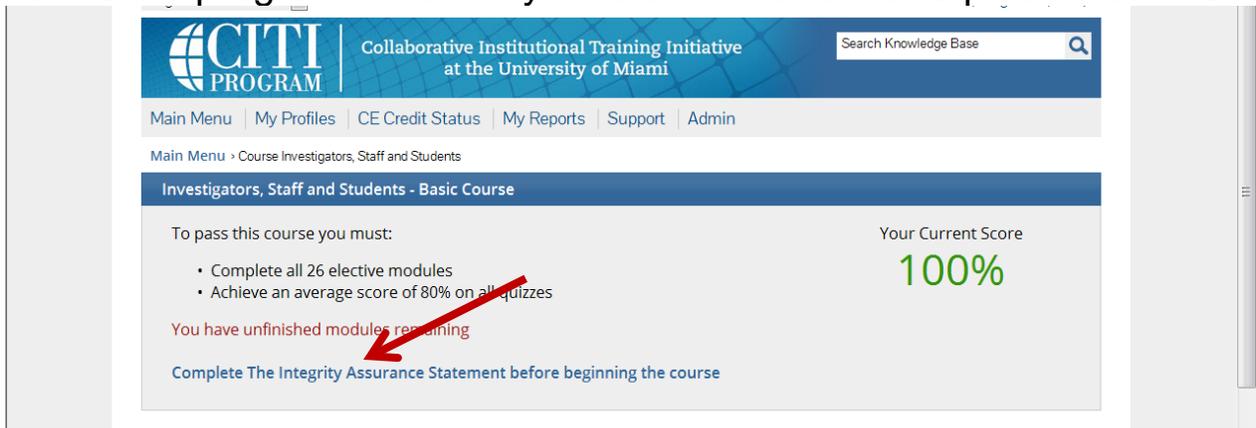


The screenshot shows the CITI Program interface with a success message: "Your request has been successfully submitted." Below the message, there is a table of courses. The table has columns for Course, Status, Completion Report, and Survey. The 'Biomedical Research' course is highlighted with a red arrow. Below the table, there is a section titled "My Learner Tools for University of Texas at San Antonio" with a list of actions: Add a Course or Update Learner Groups, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation.

Course	Status	Completion Report	Survey
Biomedical Research	Passed 08/25/2014	Print Report	Post-course evaluation

- My Learner Tools for University of Texas at San Antonio
 - Add a Course or Update Learner Groups
 - View Previously Completed Coursework
 - Update Institution Profile
 - View Instructions page
 - Remove Affiliation

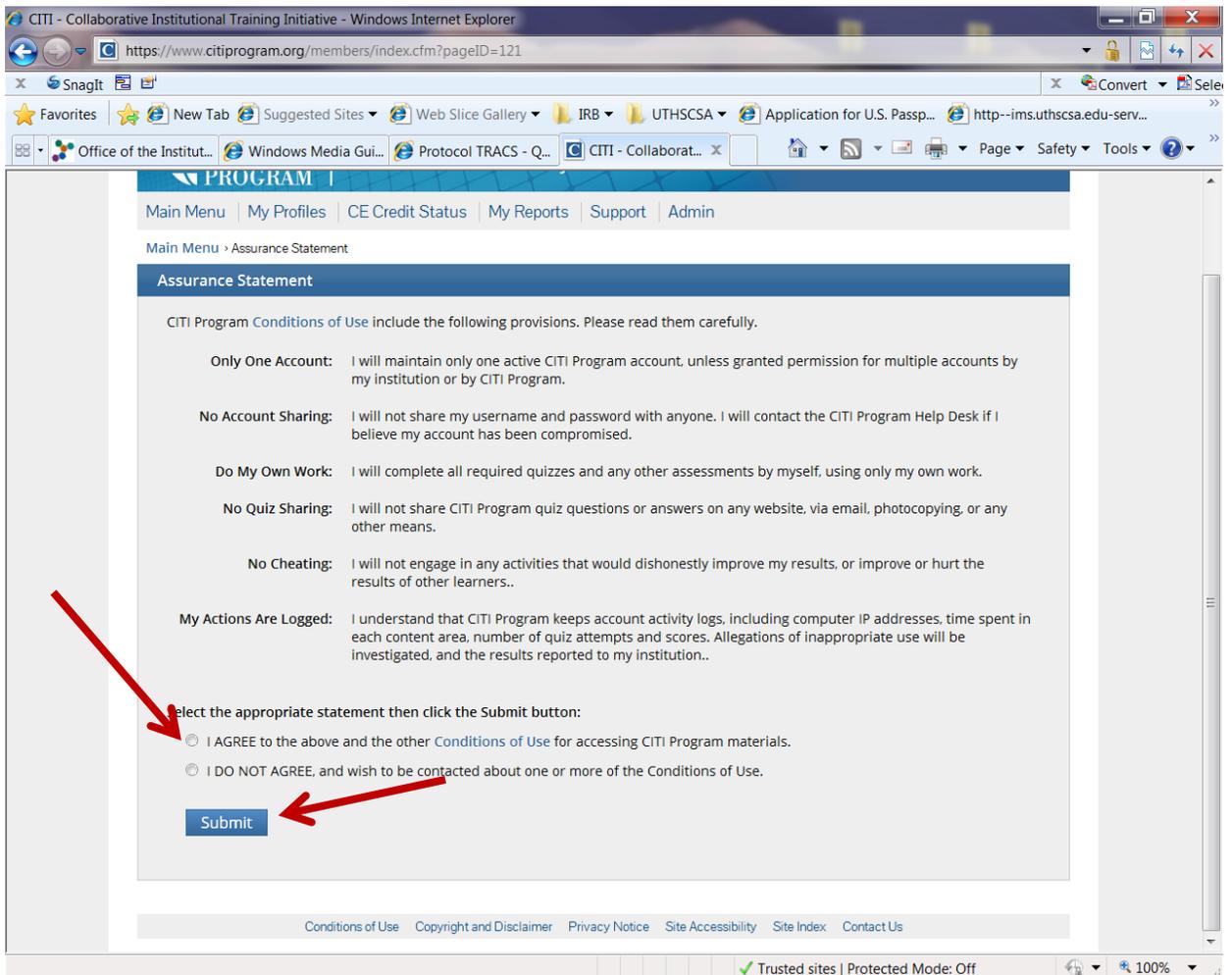
Click on “The Integrity Assurance Statement.” This must be completed before the program will allow you to continue to the required modules.



The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar is located on the right. Below the navigation bar, there are links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". The main content area is titled "Investigators, Staff and Students - Basic Course". It displays the following information:

- To pass this course you must:
 - Complete all 26 elective modules
 - Achieve an average score of 80% on all quizzes
- Your Current Score: **100%**
- You have unfinished modules remaining
- Complete The Integrity Assurance Statement before beginning the course

Answer the Assurance Statement
Then click on “Submit”



The screenshot shows the CITI Program Assurance Statement page in a Windows Internet Explorer browser. The browser address bar shows the URL: <https://www.citiprogram.org/members/index.cfm?pageID=121>. The page content includes the following sections:

- 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..

Below the conditions, there is a prompt: "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.

A blue "Submit" button is located below the radio buttons.

Then click on the name of the modules as you wish to complete them.

You do not receive "extra credit" for completing them.
They do not show up on any completion reports.
They will be credited in a grade book if you subsequently enroll in a course that includes them.

Modules	Already Taken?	Score
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	12/01/10	5/5 (100%)
Informed Consent (ID: 3)	12/01/10	3/4 (75%)
Records-Based Research (ID: 5)	12/01/10	2/2 (100%)
Research and HIPAA Privacy Protections (ID: 14)	10/15/12	3/5 (60%)
The IRB Member Module - "What Every New IRB Member Needs to Know" (ID: 816)	10/15/12	6/7 (86%)
VA Module (ID: 696)	06/22/11	--

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Once you have read each module take the quiz...

Contact the IRB office to:

- Ensure the organization is registered with OHRP (if federal dollars are funding the research) and/or the FDA (if the research involves FDA-regulated products).
- Obtain the FWA number. Alternatively, this information may be found on the OHRP Website
- Determine FWA requirements for multi-site research activities if federal dollars will pass to sub awardees.

Revised 11-14-11

[Take the quiz for Basic Institutional Review Board \(IRB\) Regulations and Review Process](#)
[Return to the module list for this course](#)

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