CITI Affiliation Guide – New Users

The “Greater Cincinnati Academic and Regional Health Centers” (GCARHC) CITI curriculum is the common curriculum we utilize, in agreement with other area institutions. We first deployed a shared curriculum in 2008. CITI (the Collaborative Institutional Training Initiative, a wholly-owned entity of Biomedical Research Alliance of New York (BRANY)) is used by over 2300 institutions, worldwide.

The GCARHC format is not a “one-size-fits-all” curriculum, but is customized for you, based on the nature of the research that you are (or will be) involved in. As such, there is a question-based process with which the learning is tailored. For Cincinnati Children’s, the GCARHC curriculum is our standard.

If you have completed CITI at any previous institutions, it would work to your advantage to continue with your old account (as you may be able to get credit for previously-completed courses) and make the necessary email and profile changes so that you can be recognized by Cincinnati Children’s. CITI maintains all of your training history, regardless of when it was completed or for which institution. If you have an existing CITI account, refer to the “CITI Affiliation Guide for Transfers” instructions.

There are three versions of these affiliation instructions: This version is for altogether new CITI users. The alternate versions are for those with an existing CITI GCARHC account and transfers.

**New CITI Users**

1. Begin at [WWW.CITIPROGRAM.ORG](http://WWW.CITIPROGRAM.ORG). Click the Register button. Note: if your screen is not sufficiently wide (to see this button), it may be necessary to click this button in the top left corner:
Step 1:
Indicate Greater Cincinnati Academic and Regional Health Centers as your organization. Search for it by starting to type “Greater” and the selection will display for you to select.
- Ignore the “Independent Learner Registration” option at the bottom since we have an institutional subscription.
- If you desire to see the content in another language besides English, please click the English drop-down at the top. (Note: not all courses are available in all languages.) Click the “I agree to the Terms of Service for accessing CITI Program materials” checkbox as well as the affirmation of your GCARHC affiliation.
Click the “Continue” button.
**Step 2:**
Complete the “Personal Information” screen, indicating your name and email address. Please use your Cincinnati Children’s email as primary and a personal email as secondary.
- If you don’t have a Cincinnati Children’s email at time of completion, use a personal email here and then edit your profile to update the email fields once you have one.
- Note: a personal email as secondary is very helpful if you ever switch institutions as you can then easily access your profile and change the primary email to a new institution.
Click the “Continue to Step 3” button.

Please identify your name exactly as it is used in the HR systems at Cincinnati Children’s. This is important to be able to have your training reflected in our electronic protocol administration system (ePAS).
**Step 3:** Complete the “Create your Username and Password” screen, using your Cincinnati Children's network login as your user name. Select a Security Question from the list and type your Security Answer. Click the “Continue to Step 4” button.

![Create your Username and Password screen](image)

**Step 4:** Identify the country of residence as “United States”. Click the “Continue to Step 5” button.

![Country of Residence screen](image)
Step 5: Read the information and complete the questions about "Continuing Education". If you think you might be interested in obtaining continuing education units (CEUs) for completing CITI training (at a personal cost to you), mark Yes. Since CITI charges for CEUs, we only advise marking Yes for those who need the hours and are willing to pay for the credits.

There are two additional questions in Step 5. If you did indicate interest in CEUs, you will need to identify what type of CEU hours you would be interested in earning. If you marked "No" above, you can skip the first question below.

You will also need to answer the second question below about whether you would be interested in giving CITI your feedback on the modules after completion. This is entirely up to you, but is pretty painless and provides CITI your valuable opinion.

Answer the questions and click the "Continue to Step 6" button.
Step 6: Complete the profile information, reflecting the same email address used in the “Personal Information” section and all required fields. Click the “Continue to Step 7” button.

Please use the same Cincinnati Children’s email address used on Step 3 above.

Please indicate your Cincinnati Children’s employee ID found on the back of your badge as the Employee Number. This helps connect CITI to your ePAS training record.

Please select Cincinnati Children’s as your Primary Institution. This will help ensure your training completions are reflected in ePAS.
Step 7: You have now finished the “profile” information and are beginning the GCARHC-specific question-driven process to assign the appropriate courses to you.

A. This first screen explains some basic information regarding this affiliation process. The first question below identifies if you’re part of the Academic Medical Center (Cincinnati Children’s, UC, Cincinnati VA, UC Health). Mark “Yes” and click Next.

B. The next screen attempts to identify if you will be involved in Human Subjects Research which gets reviewed by the IRB. If you are/will be, Mark “Yes” and click Next. (If unsure, it would be advisable to confer with your colleagues.)
C. The next screen attempts to identify the nature of Human Subjects Research which you will be involved with (as additional training may be required). Please read the question carefully and answer as appropriate; then, click **Next**. (If unsure how to answer, please confer with your colleagues.)

![Question C](image1.png)

D. Please read the question carefully further specifying the type of research you are/will be involved with. Answer as appropriate; then, click **Next**. (If unsure how to answer, please confer with your colleagues.)

![Question D](image2.png)

E. The next question captures your interest in additional, valuable education on the conduct of clinical research. Answer as you see fit; then, click **Next**.

![Question E](image3.png)
F. The next question captures your interest in additional, valuable education on special and/or vulnerable populations. Answer as you see fit and click **Next**.

![Image of question 1](image1.png)

G. The next question captures information on what type and where your research occurs. (If unsure how to answer, please confer with your colleagues.) Answer appropriately and click **Next**.

![Image of question 2](image2.png)

H. The next question captures information on the types of agents that your research involves. (If unsure how to answer, please confer with your colleagues.) Answer appropriately and click **Next**.

![Image of question 3](image3.png)
I. The next question identifies whether your research involves laboratory animals. (If unsure how to answer, please confer with your colleagues.) Answer appropriately and click **Next**.

J. The next question identifies the types of laboratory animals you will be involved with. (If unsure how to answer, please confer with your colleagues.) Answer appropriately and click **Next**.

K. Researchers at University of Cincinnati or UC Health may have been advised to complete Export training. Anyone at Cincinnati Children’s should indicate “No.” Please read the question carefully and answer appropriately. Click **Next**.
L. The next question indicates whether you are required to complete Responsible Conduct of Researchers (RCR) training. This may be necessary if you have an NSF grant / NIH training grant. If you’re unsure whether this requirement affects your grant, please contact your institutional Sponsored Programs Office group. (If you are not a grant-holder, please answer “No”.) Answer appropriately and click Next.

[Image of question screen]

M. The last question indicates whether you are a member on an IRB (which is NOT the same as submitting to an IRB). IRB members and IRB office staff are required to complete the full spectrum of human subjects research training, so consider this carefully before answering. (If you are unsure, please answer “No”.) Answer appropriately and click Next.

[Image of question screen]

Note: The CITI system takes a bit longer after this last question as it is processing all your responses and assigning the necessary courses based on how you answered the questions.

You will be presented with a screen such as the following, letting you know that your registration is complete. Click the Finalize Registration button.

[Image of CITI Program registration completion screen]
8. **Main Menu:** You have now finished the process to assign the appropriate GCARHC courses to you. You will be returned to your "Main Menu". Each course assigned to you will be listed under the Greater Cincinnati Academic and Regional Health Centers group, categorized into these groups: Active Courses, Courses Ready to Begin, and Complete Courses. Each course has a link to start or review as well as a link to the completion record for those courses already completed.
You’re now ready to complete your CITI training! **As you complete the training, be sure to download or print your completion certificates** and save or file it with your individual training records or departmental files. There is the option to print completion records via the “View-Print-Share Record” button/link. Also, you will receive an email confirmation upon completion of a course that also includes a link for printing/sharing the completion report.

![Completed Courses](image)

There are a few remaining options to cover:

- **Adding Additional Courses**: Should you need to add any other courses, simply click the “Add a Course” link shown under the course list. This will take you back through the questions about your research involvement (starting at “Step 7” of these instructions).
- **Removing Courses**: For courses that were added in error or that are no longer needed, click the “Remove a Course” link. Any courses that have already been successfully completed will remain in your course completion history regardless of whether it is on your Main Menu. (See next page for the screens you can expect to see.)
- **Viewing Previously Completed Courses**: Click the “View Previously Completed Coursework” link at any time to see what all courses you’ve completed. To review the course content of a previously-completed course, click the “Review Course” link.
- **Updating Your Profile**: Click “Update Institution Profile” if it ever becomes necessary for you to change your profile info (the information shown on Step 6, such as password/email).

Removing the affiliation will still retain all your course completion history. We do not recommend this step as your results will no longer be visible to the IRB and will not be connected to your ePAS account either.

If you have questions about the CITI Affiliation process, please contact the ORCRA office.
Removing Courses

Removing courses takes them out of your “Main Menu” listing. Any completed courses will still be in your Course Completion History. Begin by clicking the “Remove a Course” link from the Main Menu.

Select the course(s) you want removed and click Submit.

You will be asked to confirm the courses to be removed by checking the list and then clicking the “Remove Courses” link to make it official.

You will be returned to the Main Menu where you’ll notice the course(s) have been removed. (If you ever need a course re-assigned, follow the instructions to Add a Course.)