

# Collaborative Institutional Training Initiative (CITI)

BY SHARLA MILES  
OFFICE OF RESEARCH & SPONSORED PROGRAMS  
SAM HOUSTON STATE UNIVERSITY  
August 23, 2011

[Home](#)[Human Subjects Research](#)[Become a Member](#)[HIPS Course](#)[RCR Course](#)[International Course Site](#)

## Welcome

### CITI Login and Registration Page

**i** The CITI Program is a subscription service providing research ethics education to all members of the research community participating organization.

**The CITI course is a protected site.** If you are a new learner at a participating organization you must register to create your

**i** **New Users** [Register Here](#)

**i** **Already Registered?** [Login Below](#)

**Username**

**Password**

[Forgot login information](#)

[Contact the CITI Helpdesk](#)

Are You Thinking About Being in a Research Study? [Click here](#)

To ensure that all users enjoy rapid response times, access is temporarily limited to **3000** concurrent users. As learners log of **logged in to the site.**

**Notice:** The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and wit

## 1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one, please select the one you are currently providing the information required.

**Participating Institutions:**

**Veterans Affairs:**

**Department of Energy:**

**HIV/AIDS Network Coordinator:**

**Canadian Institutions:**

**India Participating Institutions:**

**Korea Participating Institutions:**

- Saint Anselm College
- Saint Francis Health System
- Saint Francis Hospital and Medical Center - Hartford
- Saint Joseph Mercy Health System
- Saint Joseph's Hospital Health Center - Syracuse
- Saint Joseph's University
- Saint Leo University
- Saint Louis University
- Saint Luke's Hospital - Kansas City
- Saint Mary's Health Care
- Saint Mary's University of Minnesota
- Saint Mary-of-the-Woods College
- Saint Michael's Medical Center
- Saint Peter's University Hospital
- Saitama Medical University
- Salem State College
- Salisbury University
- Sam Houston State University
- Sanjour Health Services

## 2. Create your Username

## 1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more providing the information required.

**Participating Institutions:**

**Veterans Affairs:**

**Department of Energy:**

**HIV/AIDS Network Coordination (HANC):**

**Canadian Institutions:**

**India Participating Institutions:**

**Korea Participating Institutions:**

---

## 2. Create your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "\_". No spaces or other **not case sensitive**; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

**Username:**

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. "A12B34CD" is the same as "a12b34cd".

**Password:**

**Verify Password:**

---

## 3. Create your Security Question and Answer

If you forget your login information, we'll verify your identity with your security question and answer. Choose a question only you know the answer to and the answer that is memorable, but not easy to guess.

**Security Question:**

**Security Answer:**

---

#### 4. Enter your name

**First Name:**   
(100 characters maximum)

**Last Name:**   
(100 characters maximum)

#### 5. Enter your email address

Enter your preferred email address.

**Preferred Email:**   
(100 characters maximum)

**Verify Preferred Email:**   
(100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your email address and your secondary email address.

**Secondary Email:**   
(100 characters maximum)

**Verify Secondary Email:**   
(100 characters maximum)

- For #4, please provide the name under which you registered at SHSU
- For #5, please include your SHSU email as your Preferred Email
- It is not required that you provide a secondary email

## 6. CME/CEU credits (required)

Will you be requesting CME / CEU credits for the course(s) you are about to complete if the cost per course (4-6 credits) is only \$80.00/course?

Yes  No

What is your professional affiliation for the credits?

Professional affiliation:

## 7. Professional Certification - IRB and IACUC.

**Attention: IRB and IACUC Coordinators, Staff Members, Chairs, Committee members and IOs.**

WE NEED YOUR FEEDBACK. In order to better serve the research community, the **CITI Program** and **PRIM&R** (Public Responsibility In Medicine and Research) are planning a joint project to develop **study guides** for two (2) national professional certification exams:

- ▶ The "Certified IRB Professional" (CIP) exam
- ▶ The "Certified Professional IACUC Administrator" (CPIA) exam.

For more information on these professional certification programs please see [Professional Certification Programs](#) (If you follow the link, close the new browser window to return here).

The study guides could be made available to you on line and/or in printed formats by August 1, 2012.

If these **study guides** were made available to you for a cost of \$75 each, would you be interested in purchasing this resource to aid in your preparation for the certification exams?

## 8. Course Survey (required)

May we contact you to complete a course survey?

Yes  No

- **CME/CEU Credits is not required/available**
- **For #7 select “No, I am not interested at any price”**
- **Taking the Course Survey is also not a requirement**



Please provide the following information requested by Sam Houston State University.


Member Information	Sharla Miles
Language Preference:	English ▾
* Institutional email address:	<input type="text"/>
Gender:	<input type="text" value=""/>
Highest degree:	<input type="text" value=""/>
Employee Number:	<input type="text"/>
* Department:	<input type="text"/>
* Role in research:	<input type="text" value=""/>
Address Field 1:	<input type="text"/>
Address Field 2:	<input type="text"/>
Address Field 3:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
Phone:	<input type="text"/>

# CITI Roles in Research

gistration

**CITI** Collaborative Institutional

Home



Please provide the following marked with an asterisk (\*).

Member Information	
	Language Preference:
*	Institutional email address:
	Gender:
	Highest degree:
	Employee Number:
*	Department:
*	Role in research:

- Clinical Researcher
- Co-Investigator
- Compliance Officer
- Data manager
- IACUC Administrator
- IACUC Chair
- IACUC Member
- Institutional Official
- Interviewer
- IRB administrator
- IRB Chair
- IRB Member
- Lab. Research Staff
- Pharmacist
- Principal Investigator
- Recruiter
- Research Administrator
- Research Assistant
- Research Fellow - Post Graduate
- Research Integrity Officer
- Site Coordinator
- Social Worker
- Statistician
- Student Researcher - Graduate level
- Student Researcher - Undergraduate
- Study Coordinator
- Study nurse
- Veterinarian

Houston Stat

Home

## Select Curriculum - Sam Houston State University

### 1. Responsible Conduct of Research

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

Choose all that apply

- SHSU Research Administrators
- SHSU Human Subjects
- SHSU Animal Welfare

Submit

Cancel

Click Submit

## Select your institution or organization

You have registered with the following institution(s):

- ▶ Sam Houston State University

**At this point you can register with another institution. This could be very useful if:**

- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection. ←

 Yes  No

## Resources

---

## Main Menu

- This is the email address we have for you: [sharla\\_miles@shsu.edu](mailto:sharla_miles@shsu.edu). If this is not correct, click [here](#) to edit your email.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution.


[Affiliate with another institution](#)  | [Change login information](#) |


---

## Sam Houston State University






---

You have enrolled for the following courses:

 <b>My Courses</b>	<b>Status</b>	<b>Completion Reports</b>
SHSU Human Subjects, RCR	Not Started - <a href="#">Enter</a>	Not Earned

 [Add a course or update your learner groups for Sam Houston State University](#)

### Sam Houston State University Learner Utilities

-  [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
-  [Update my profile information for Sam Houston State University](#)
-  [See a list of all modules that you have completed \(goes back to approximately May 2005\)](#)
-  [Click here to see your previously completed coursework for Sam Houston State University](#)
-  [Remove my affiliation from Sam Houston State University](#)

# CITI Collaborative Institutional Training Initiative

## SHSU Human Subjects Curriculum Completion Report Printed on 8/25/2011

**Learner:** Sharla Miles (username: smiles1968)

**Institution:** Sam Houston State University

**Contact Information** 903 Bowers Blvd., Box 2448  
Huntsville, TX 77341-2448 United States  
Department: Office of Research & Sponsored Programs  
Phone: 936-294-4875  
Email: sharla\_miles@shsu.edu

### SHSU Human Subjects:

#### Stage 1. RCR Passed on 08/18/10 (Ref # 4761288)

Elective Modules	Date Completed	Score
Introduction to the Responsible Conduct of Research	08/18/10	no quiz
Research Misconduct <small>1-1215</small>	08/18/10	5/5 (100%)
Data Acquisition, Management, Sharing and Ownership <small>1-1308</small>	08/18/10	5/5 (100%)
Mentor and Trainee Responsibilities <small>01234 1250</small>	07/11/10	6/6 (100%)
Conflicts of Interest and Commitment <small>1-1622</small>	08/18/10	4/6 (67%)
Collaborative Research <small>1-1450</small>	08/18/10	4/6 (67%)
Human Subjects <small>13566</small>	07/03/10	11/11 (100%)
The CITI RCR Course Completion Page.	07/03/10	no quiz
Sam Houston State University	08/16/10	no quiz

**For this Completion Report to be valid, the learner listed above must be affiliated with a CITI participating institution. Falsified information and unauthorized use of the CITI course site is unethical, and may be considered scientific misconduct by your institution.**

Paul Braunschweiger Ph.D.  
Professor, University of Miami  
Director Office of Research Education  
CITI Course Coordinator

[Return](#)

# ANY QUESTIONS?

PLEASE CONTACT SHARLA MILES IN ORSP

AT 936-294-4875 OR BY EMAIL AT

[SHARLA\\_MILES@SHSU.EDU](mailto:SHARLA_MILES@SHSU.EDU)

LINKS: <http://samhouston.infoed.org/>  
<https://www.citiprogram.org/>  
[http://www.shsu.edu/~rgs\\_www/](http://www.shsu.edu/~rgs_www/)