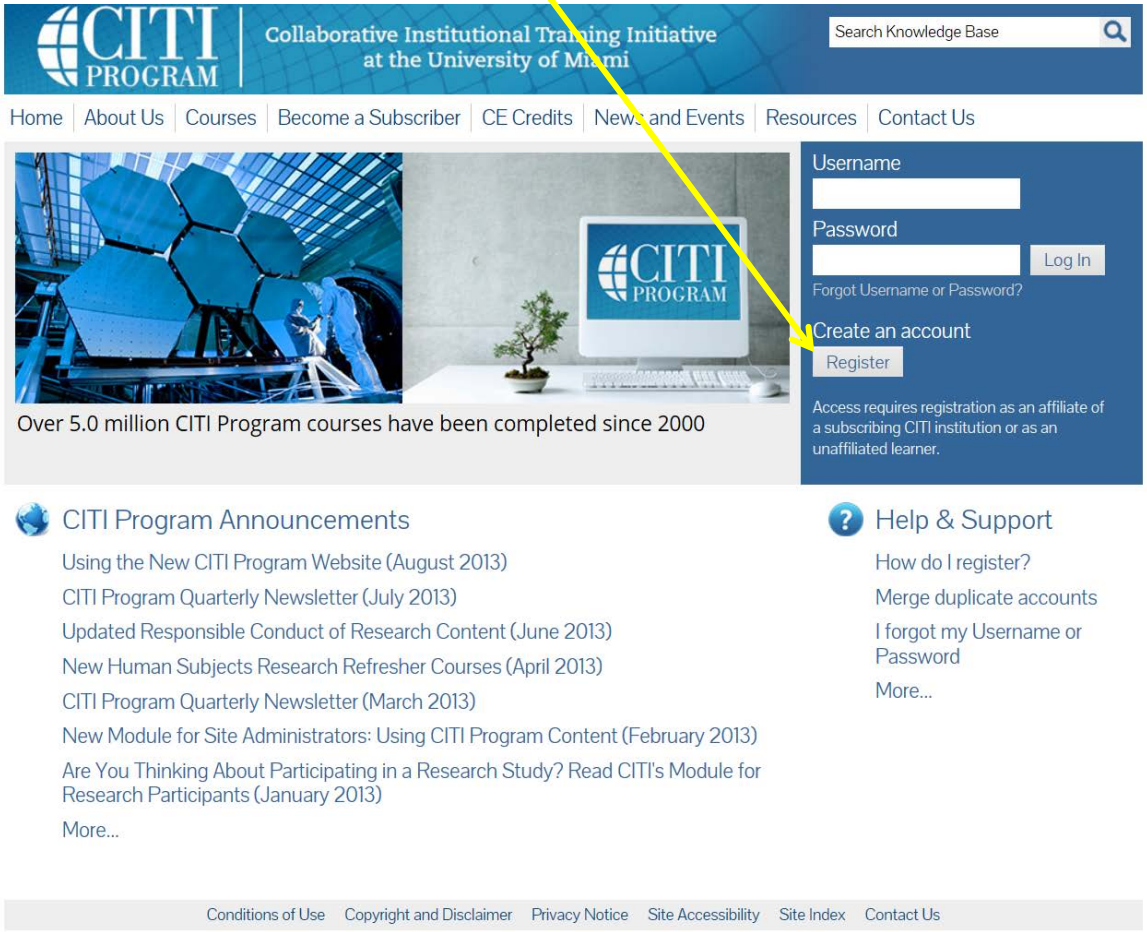
INSTRUCTIONS FOR COMPLETING CITI TRAINING MODULES
REQUIRED BY DEPARTMENT OF THE NAVY

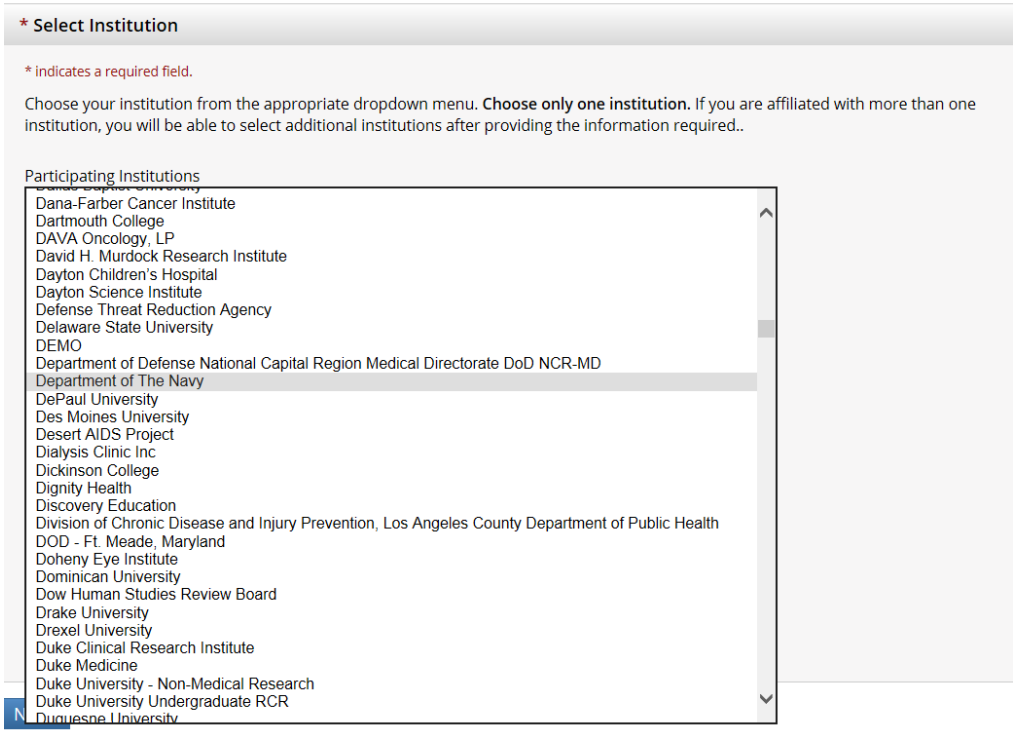
(At this time, there is no "refresher" course for Navy. Simply repeat the original modules every three years).

Log on to the CITI site at www.citiprogram.org, which is also linked from the Research Integrity webpage at www.researchintegrity.gatech.edu.
If you don't already have an account, CLICK "REGISTER" and follow the online steps. Current users should enter their user name and password to log in.



RETURNING USERS will see the MAIN MENU after logging in. Users who have several affiliations will see those displayed here. Users who don't yet have a Navy account should select "CLICK HERE TO AFFILIATE WITH ANOTHER INSTITUTION."

Choose DEPARTMENT OF THE NAVY from the drop-down list. Then enter your personal information on the following screens to establish a user name and password. You may complete an optional profile. *Please utilize your Georgia Tech email for your profile*.



If you wish to receive Continuing Education Units (CEUs), you can so indicate here or select the option to decide later.

* indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

- ○ Yes
- ○ No
- ○ Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

- ☐ AMA PRA Category 1 Credits
- ☐ Nurses (CNE Credits)
- ☐ Other
- ☐ Psychologists (CEP Credits)

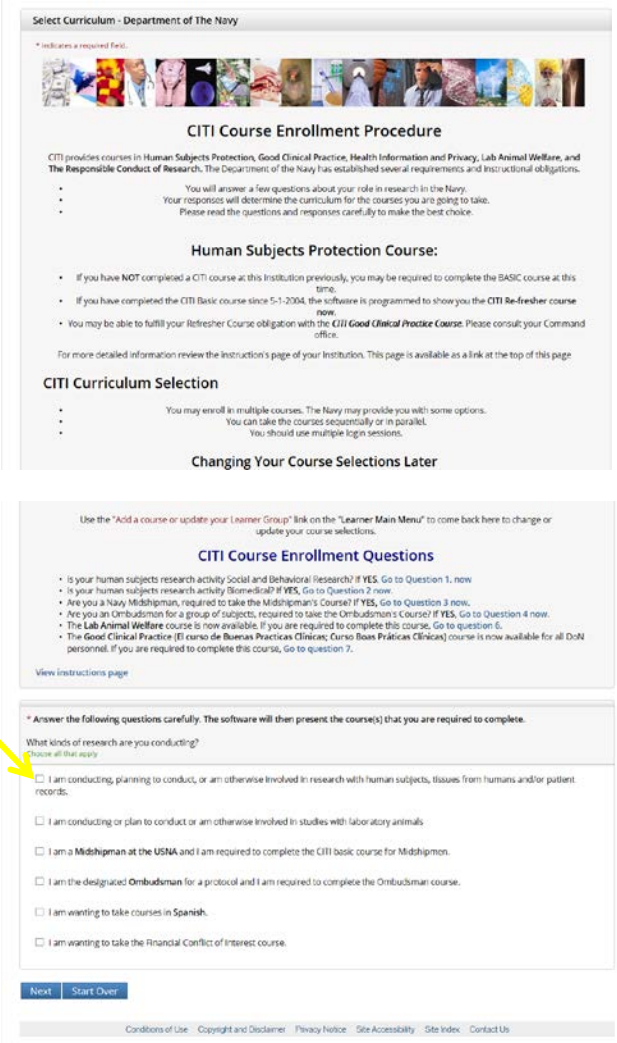
*** Can CITI Program contact you at a later date regarding participation in research surveys?**

- ○ Yes
- ○ No
- ○ Not sure. Ask me later

Continue to Step 6

Next, “CITI Course Enrollment Procedure” Check the box to indicate you will conduct human subjects research:

☑ I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.



Select Curriculum - Department of The Navy

* Indicates a required field.

CITI Course Enrollment Procedure

CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research.** The Department of the Navy has established several requirements and instructional obligations.

- You will answer a few questions about your role in research in the Navy.
- Your responses will determine the curriculum for the courses you are going to take.
- Please read the questions and responses carefully to make the best choice.

Human Subjects Protection Course:

- If you have **NOT** completed a CITI course at this Institution previously, you may be required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the **CITI Re-fresher course now.**
- You may be able to fulfill your Refresher Course obligation with the ***CITI Good Clinical Practice Course***. Please consult your Command office.

For more detailed information review the instruction's page of your Institution. This page is available as a link at the top of this page

CITI Curriculum Selection

- You may enroll in multiple courses. The Navy may provide you with some options.
- You can take the courses sequentially or in parallel.
- You should use multiple login sessions.

Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "**Learner Main Menu**" to come back here to change or update your course selections.

CITI Course Enrollment Questions

- Is your human subjects research activity Social and Behavioral Research? If **YES**, Go to Question 1. now
- Is your human subjects research activity Biomedical? If **YES**, Go to Question 2 now.
- Are you a Navy Midshipman, required to take the Midshipman's Course? If **YES**, Go to Question 3 now.
- Are you an Ombudsman for a group of subjects, required to take the Ombudsman's Course? If **YES**, Go to Question 4 now.
- The **Lab Animal Welfare** course is now available. If you are required to complete this course, Go to question 6.
- The **Good Clinical Practice (El curso de Buenas Practicas Clínicas; Curso Boas Práticas Clínicas)** course is now available for all DoN personnel. If you are required to complete this course, Go to question 7.

View instructions page

*** Answer the following questions carefully. The software will then present the course(s) that you are required to complete.**

What kinds of research are you conducting?
Choose all that apply

- ☐ I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.
- ☐ I am conducting or plan to conduct or am otherwise involved in studies with laboratory animals
- ☐ I am a **Midshipman at the USNA** and I am required to complete the CITI basic course for Midshipmen.
- ☐ I am the designated **Ombudsman** for a protocol and I am required to complete the Ombudsman course.
- ☐ I am wanting to take courses in **Spanish**.
- ☐ I am wanting to take the Financial Conflict of Interest course.

Next | Start Over

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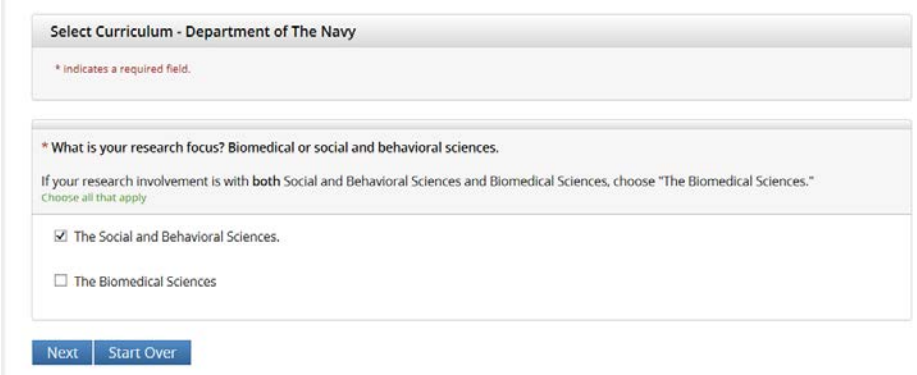
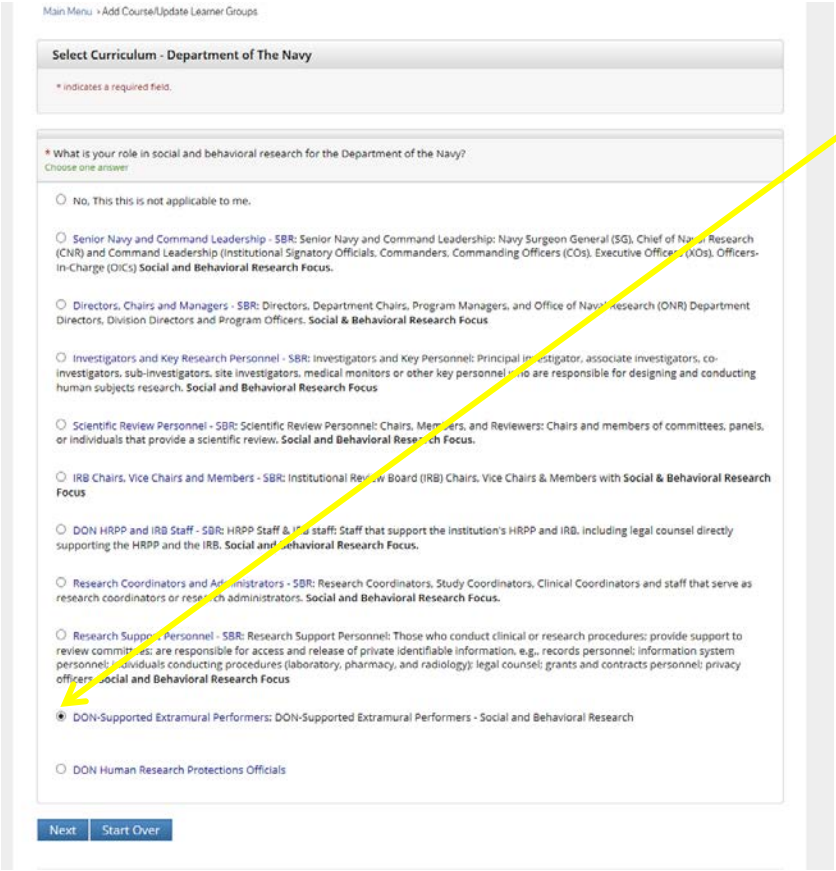
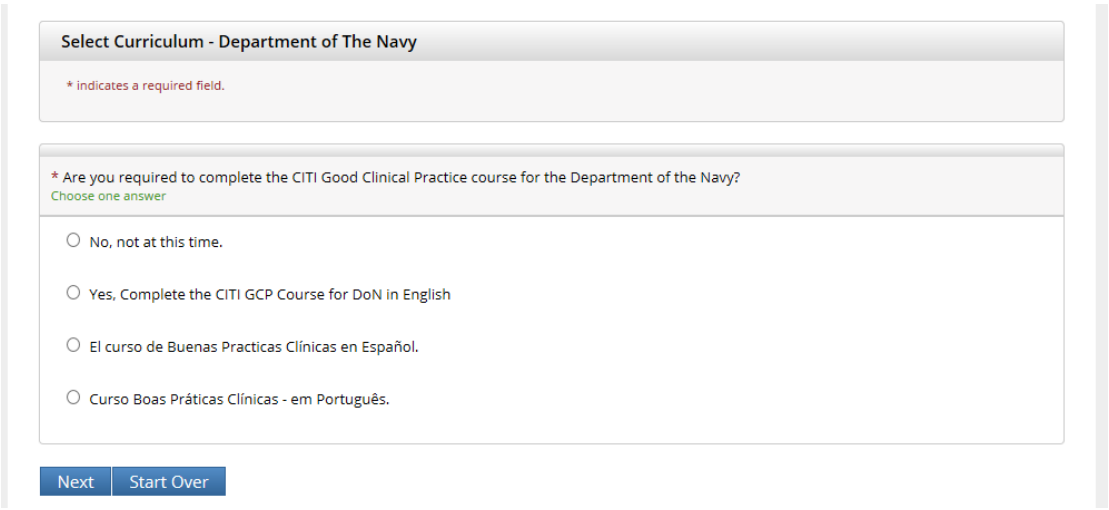
Next, select either The Social and Behavioral Sciences or The Biomedical Sciences curriculum, then click NEXT.



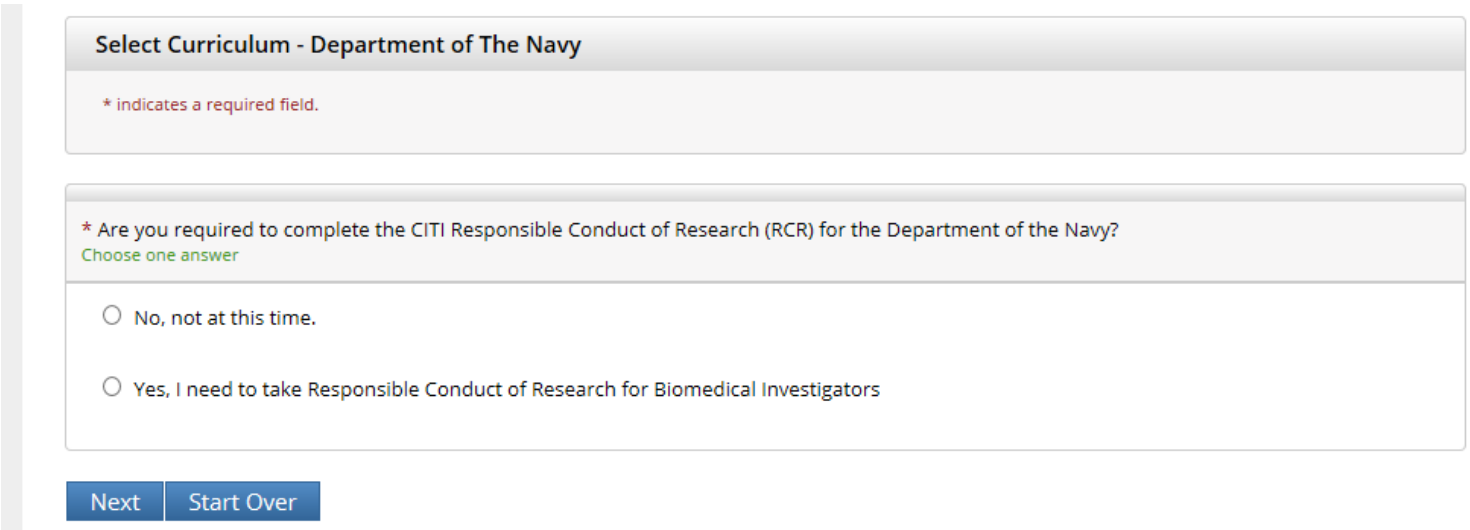
On this screen, select your curriculum. Researchers should select DON-Supported Extramural Performers, then click NEXT.



If your work is clinical, select the Good Clinical Practice course. If not, select NO, NOT AT THIS TIME. Then click NEXT.

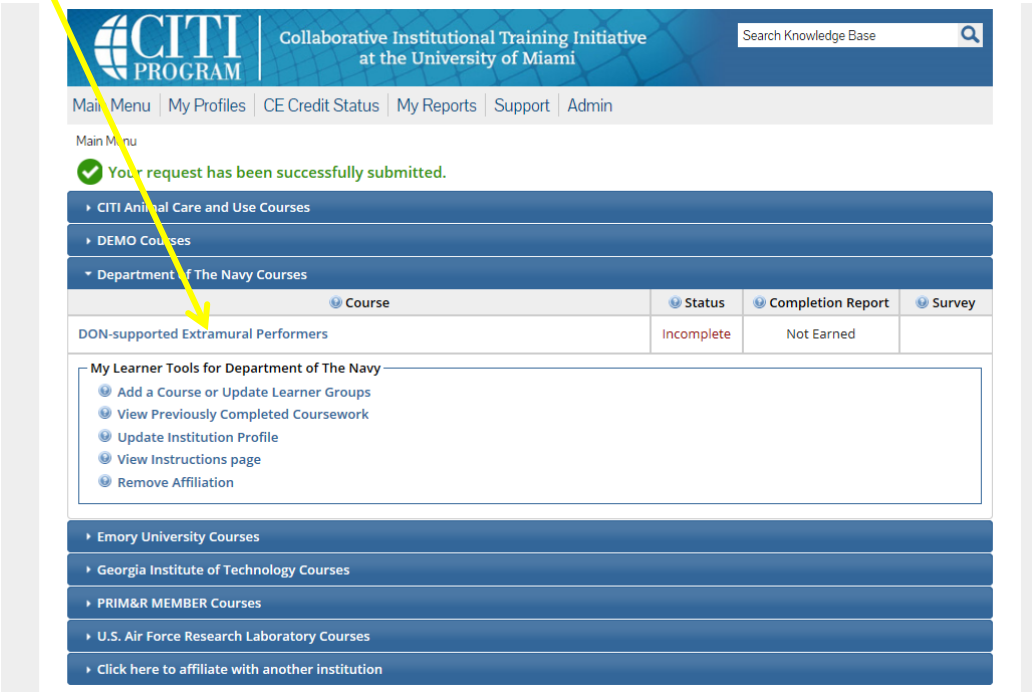


You are not required to complete the Responsible Conduct of Research modules for the Navy. Select NO, NOT AT THIS TIME, then click NEXT.



The Main Menu will reappear, and the new course(s) will be linked from this screen.

Click **DON-Supported Extramural Performers** to start the modules.



When the required modules are completed, print your completion report and email it to irb@gatech.edu. (The Office of Research Integrity Assurance cannot access the Navy's CITI records for you). Completions will be recorded in IRBWISE by the Office of Research Integrity Assurance only if you are named in an IRB protocol. You may log in to CITI at any time to see and re-print your records. For assistance, call 404.894.6949.