

CITI TRAINING Instructions:

(updated Jan. 2020)

<https://www.citiprogram.org>

Register:

click on NEW USERS “REGISTER HERE”

next screen/page:

1. Participating Institutions

- select “Ohio State University” from drop down menu

2. Create Username and Password (write this down so you don’t lose it!)

USERNAME: _____ (USE YOUR OSU EMAIL
“NAME.NUMBER” AS YOUR USERNAME!)

PASSWORD: _____

3. Create your Security Question and Answer

4. Enter your name

*WHEN ASKED FOR YOUR PHONE NUMBER, PUT IN YOUR (NOT MY NUMBER) ENTIRE PHONE NUMBER (INCLUDING AREA CODE)

5. Enter your email address (AGAIN, USE YOUR OSU EMAIL ADDRESS!)

6. CME/CEU credits

- select “NO” for CME/CEU” anticipated credits
- skip the “Professional affiliation”

7. Course Survey

- select “NO”

then, SUBMIT.

Courses:

1. Complete the **Human Subjects Basic Course**
(*note that there are a number of modules within this course*)
2. Complete the **Responsible Conduct of Research (RCR)**
 1. To begin go to this link: <http://orc.osu.edu/regulations-policies/rcr/>
 2. Click the “CLICK HERE TO COMPLETE RCR COURSE” Link.
 3. You may need to log into your CITI account.
 4. Choose the RCR course for “*Social and Behavioral*”

**** Print off your completion report for both of these and turn it in to me. I will then formally request that you be added as a “Key Personnel” on the approved research study.**

For additional assistance you can visit the following website:
(<http://orpp.osu.edu/irb/training/citi.cfm>)

3. eCOI

Instructions to complete the **CONFLICT OF INTEREST** page.

Please try to do this ASAP because our final approval (including getting everyone approved to work on the study) is “on hold” until EVERYONE completes this form.

Go to this address:

<http://orc.osu.edu/regulations-policies/coi/eoi/>

Click on the following link:

<https://orc.osu.edu/regulations-policies/coi/eoi/>

Enter your OSU **lastname.number** and **password**.

1. **You will be taken to an “eCOI” page (electronic “Conflict of Interest” page).**
2. **Here you will need to complete this page.**
3. **Title should be “student”**
4. **You “do not” hold a faculty appointment.**
5. **Where assigned will be “Lima Campus”**
6. **You will say “No” to every question.**

*****This is assuming that you don’t have any “outside” federal or grant-funding agency paying you money, sponsoring your own research, or that you’ve invented something that might conflict with our study.***

7. **Then Click Submit**