CITI – Collaborative Institutional Training Initiative

Philosophy 133 Students

Step 1: Go to the CITI website at: https://www.citiprogram.org/

Step 2: Select the Create an Account Register icon

Step 3: Access the participating institutions scroll bar and select San Jose State University

Step 4: Complete sections 2 – 5 of the user information

> Section 2: Personal Information
> Section 3: Create your Username and Password
> Section 4: Gender, Ethnicity, Race

Step 5: CME/CEU credit is not necessary – select No

Step 6: Once you submit your user information you will receive a confirmation e-mail from CITI with your username, password, and member ID #. Please record this information for future reference to access CITI.

Step 7: Select Curriculum – First you must answer Question 1: "Would you like to take the Conflicts of Interest Course?" You should answer "No".

Use Questions 2-5 to select which course you would like to take.

Question 2 lets you choose a course focused on research with human subjects in a variety of different settings or roles. If your major subject is in social sciences or education, you may want to choose the corresponding human subjects course, but you are free to choose any of the available selections. (Note that the "Biomedical Research Investigators" and "IRB Members" courses are longer and more difficult than some of the other options.) *If you **don't** want to do a research with human subjects course, don't select any of the options under Question 2.*

Question 3 lets you select a "Clinical Good Practice" course.

Question 4 lets you select a Responsible Conduct of Research course, giving you a choice of courses aimed at people working in different research areas. *If you **don't** want to do a responsible conduct of research course, click the "not at this time" option under Question 4.*

Question 5 "Laboratory Animal Research" asks a bunch of questions to help you choose a course or courses about research with animals. Here, the most useful course to select is "Working with the IACUC Course," though you can select a different course if you like.

Select Submit

Step 8: Select your institution or organization

Select No (meaning you will continue with your current selection of SJSU)

Step 9: Main Menu

The courses you have selected are now in your Main Menu under the heading "My Courses"

Note: The course referred to as "Working with the IACUC Course" on the previous page is titled "Investigators, Staff and Students, Basic Course" in your course listing. One of the 26 modules associated with this course is titled "Working with the IACUC". In this course you only have to complete the one module titled "Working with the IACUC."

Each course is composed of multiple modules that can be accessed once you read and respond to the Integrity Assurance Statement. All modules do not have to be completed in one setting but the order of the modules does matter. You will not be able to move on to some modules until you have completed the previous module. Your quiz scores will be saved within the system and you can return to the course at any time using your CITI username and ID #.

If the course that you have selected takes you longer than 60 minutes to complete, you can decide at what point beyond that 60 minutes you'd like to stop.

Step 9: Completion of Courses

Once courses have been complete, print the report associated with each completed course and provide me a copy for verification of completion.

Note that for the purposes of this assignment, you don't need to attain a particular score on the course you take.

Also, if you have already taken a CITI course for another SJSU class (e.g., Biology 125) or research experience, you are free to draw on that experience in writing your reflection rather than having to take another CITI course. (You should be able to log in and print a completion report for CITI courses you've already completed.)