UNIVERSITY OF THE VIRGIN ISLANDS

CITI PROGRAM REGISTRATION AND COURSE SELECTION

Meeting the University of the Virgin Islands Training Requirements Through the Collaborative Institutional Training Initiative (CITI Program)

OFFICE OF SPONSORED PROGRAMS

The University of the Virgin Islands has subscribed to the Collaborative Institutional Training Initiative (CITI) Program to educate faculty, staff, and students about the ethical and regulatory requirements for conducting research.

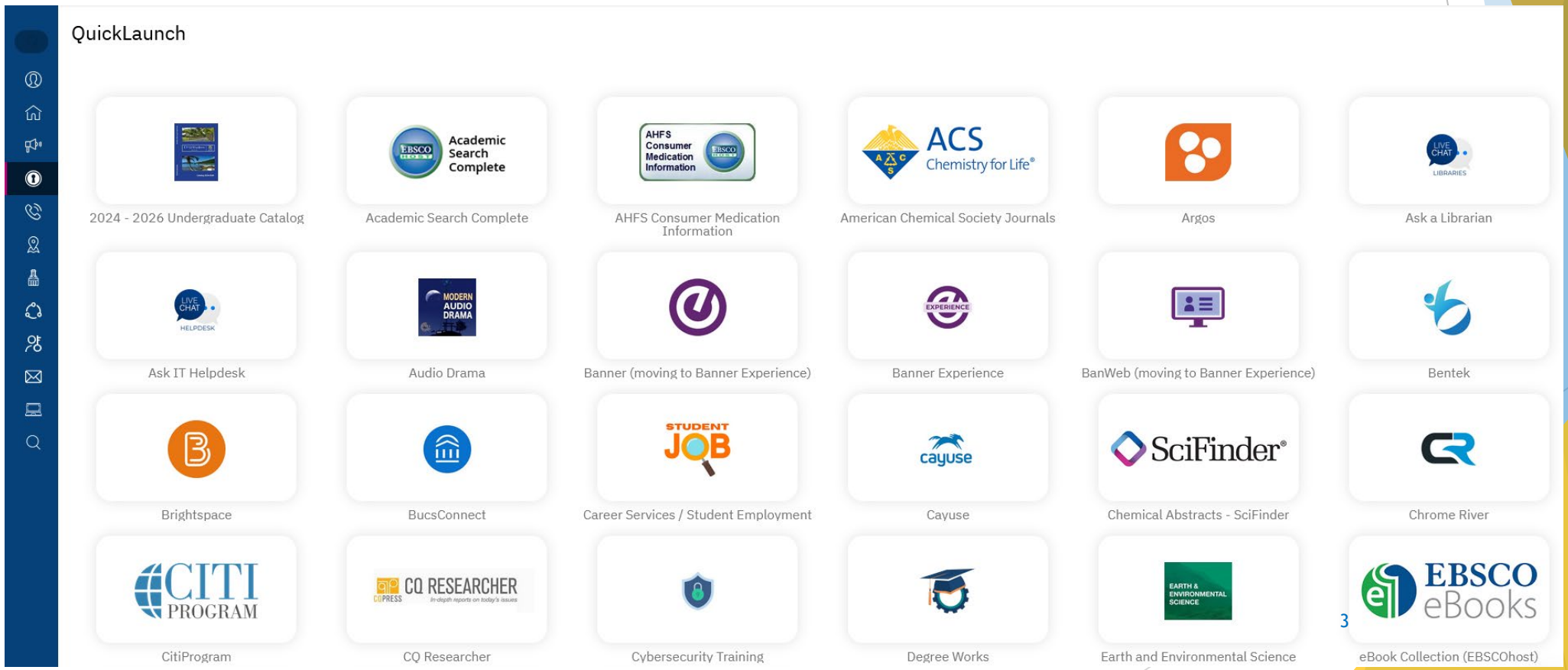
Individuals conducting research at UVI may be required to complete CITI Program courses in one or more of the following areas:

- **Human Subjects Research**
- **Institutional Animal Care and Use**
- **Responsible Conduct of Research**
- **Conflict of Interest**

CITI Program certificates are renewable every 3 years.

How to Access CITI Program – Account Holders

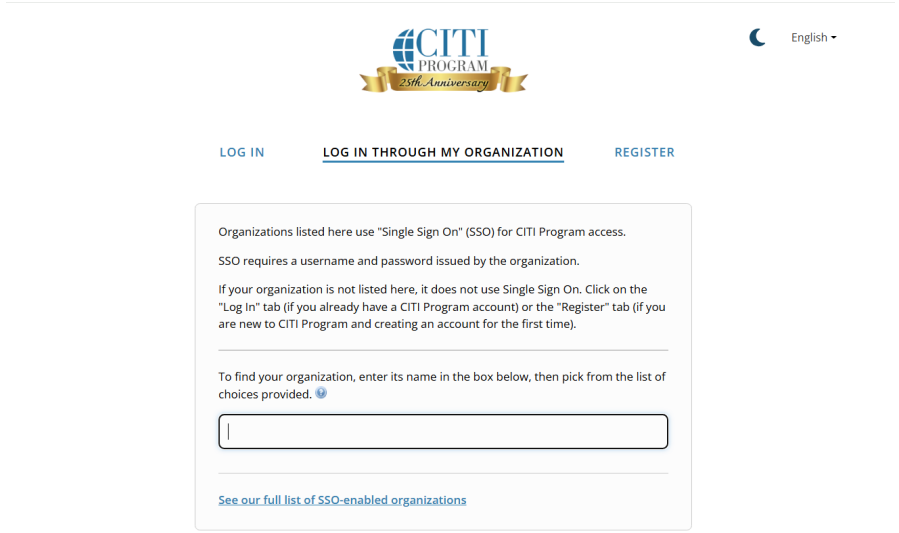
- CITI account holders will use their UVI credentials to log in through My Campus.
- Once logged into MY Campus, select QuickLaunch from the menu on the left. Search for the CITI Program logo as shown below and click on it.
- If you cannot access CITI Program, send an email to osp@uvi.edu.



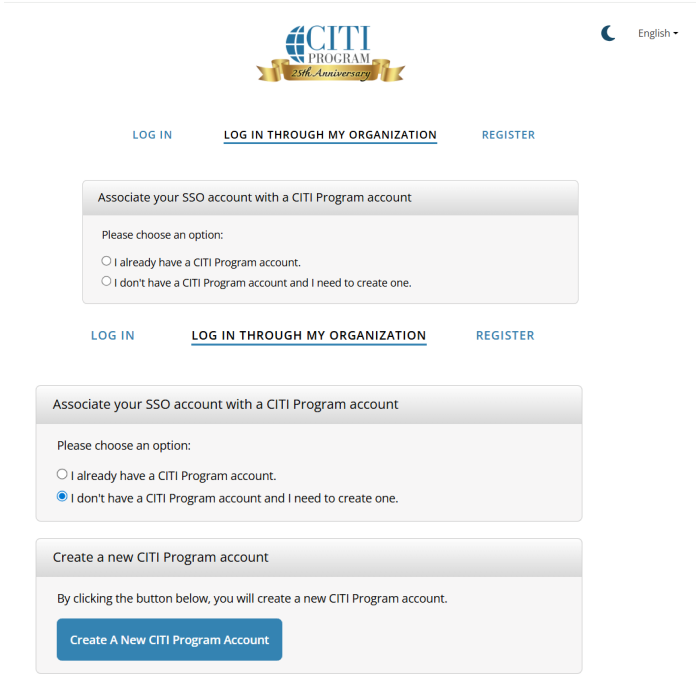
New CITI Program Users

If you have not previously registered with CITI Program, you will be prompted to create a CITI Program account.

- Click on Log In Through My Organization.
- Search for the University of the Virgin Islands in the box below.

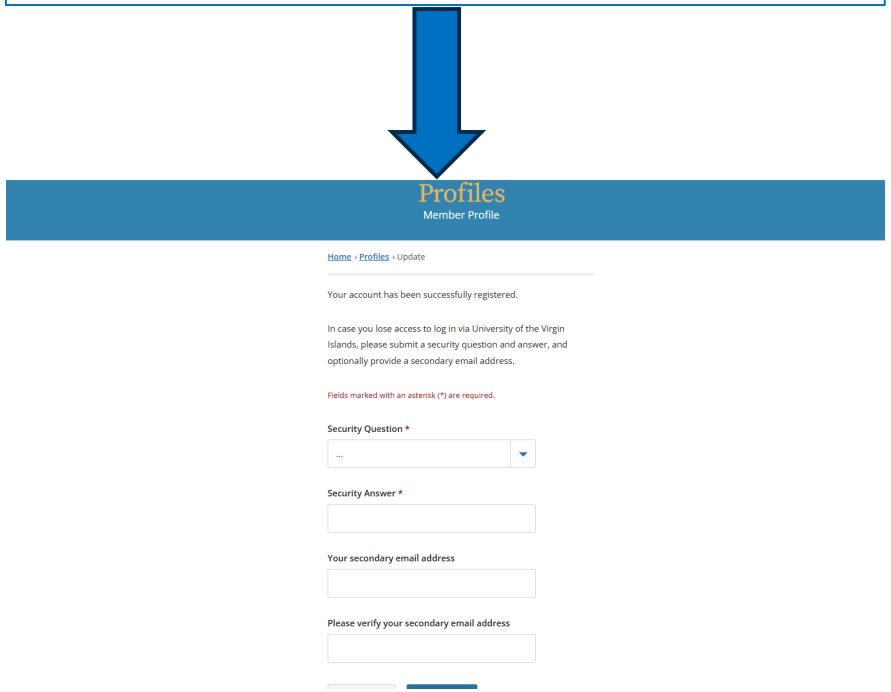


Associate your SSO with a CITI Program account by selecting from one of two options. New users should select “I don’t have a CITI Program account, and I need to create one”.

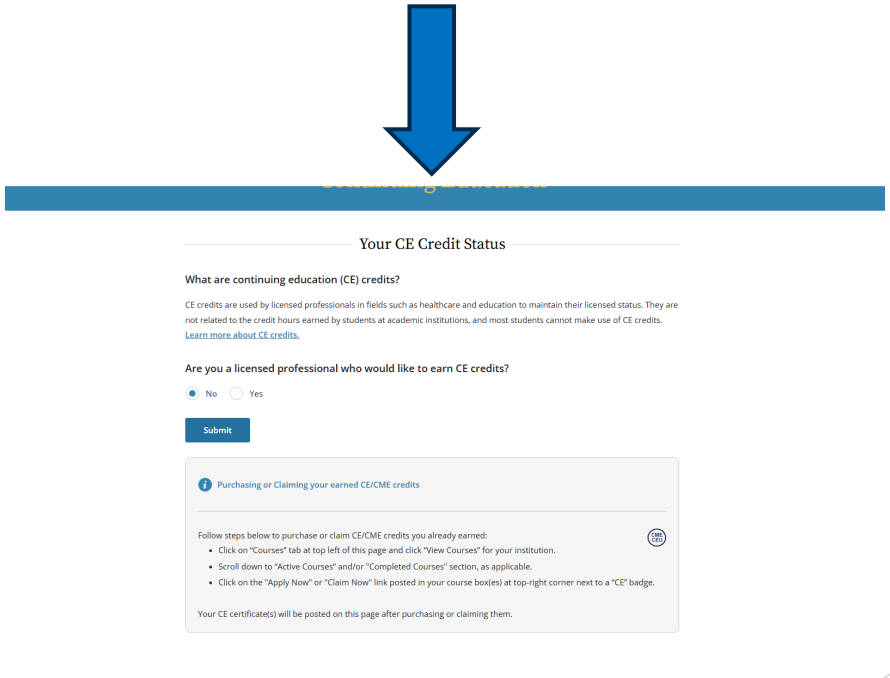


New CITI Program User Cont'd

Submit a security question and answer in case you are lose access to your CITI account.



Select "No" to answer the Continuing Education Credits question. Then click the blue Submit button to complete



CITI Program Curriculum Selection

In this section, you will choose the course required for your research/academic disciplines, such as IRB (human subjects protection) training or IACUC(animal subject) training.

Question 1 Human Subjects Research are the courses that satisfies the IRBs requirement for the protection of human subjects in research.

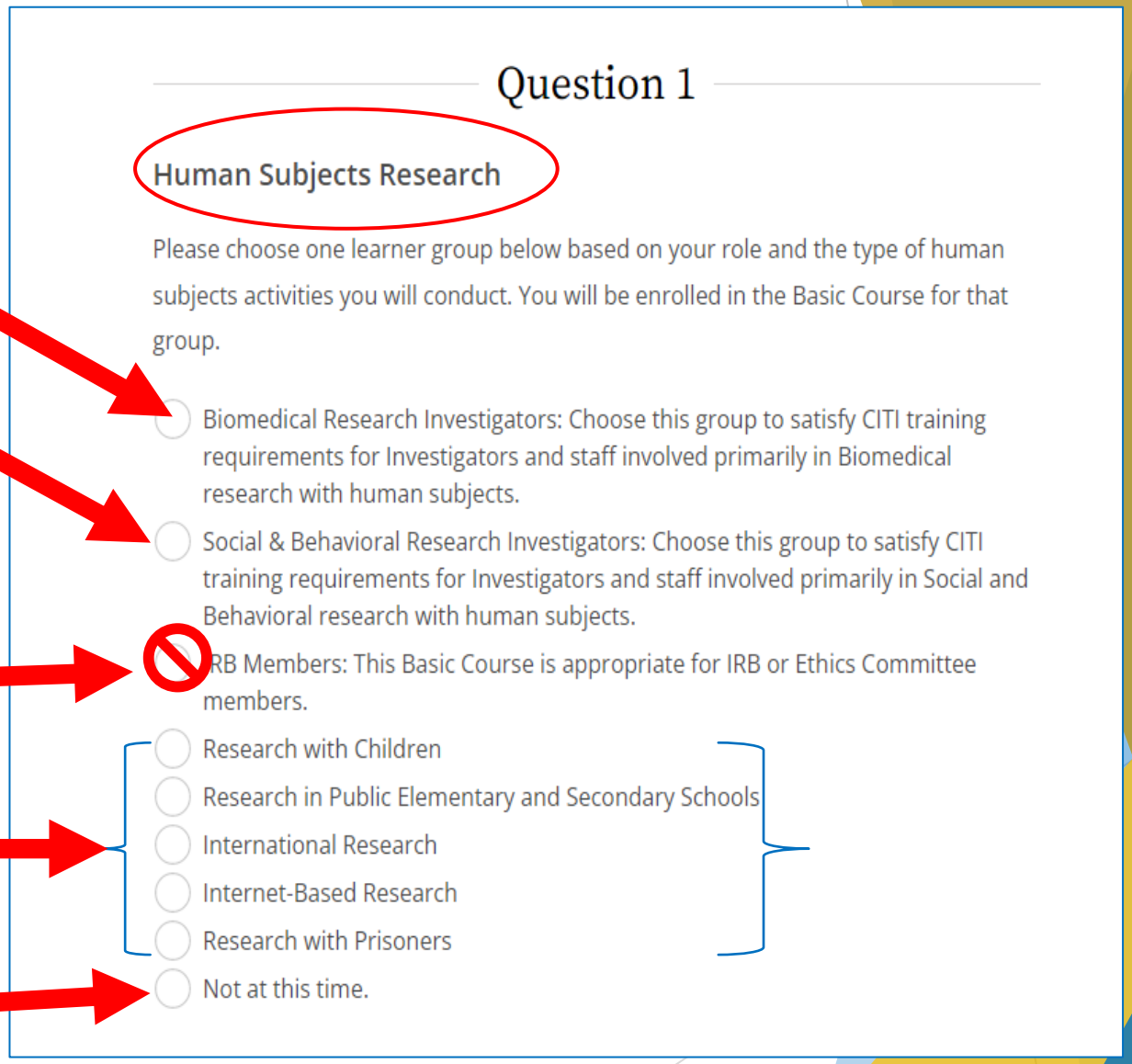
Question 1: Human Subjects Research

All researchers are required complete one of the Human Subjects Research (HSR) courses listed under Question 1 to meet the IRB's training requirement if they are involved in human subjects research.

DO NOT SELECT IRB MEMBERS

All SBR Investigators are required to complete additional courses, based on their specific research study subjects, in addition to the basic course listed above.

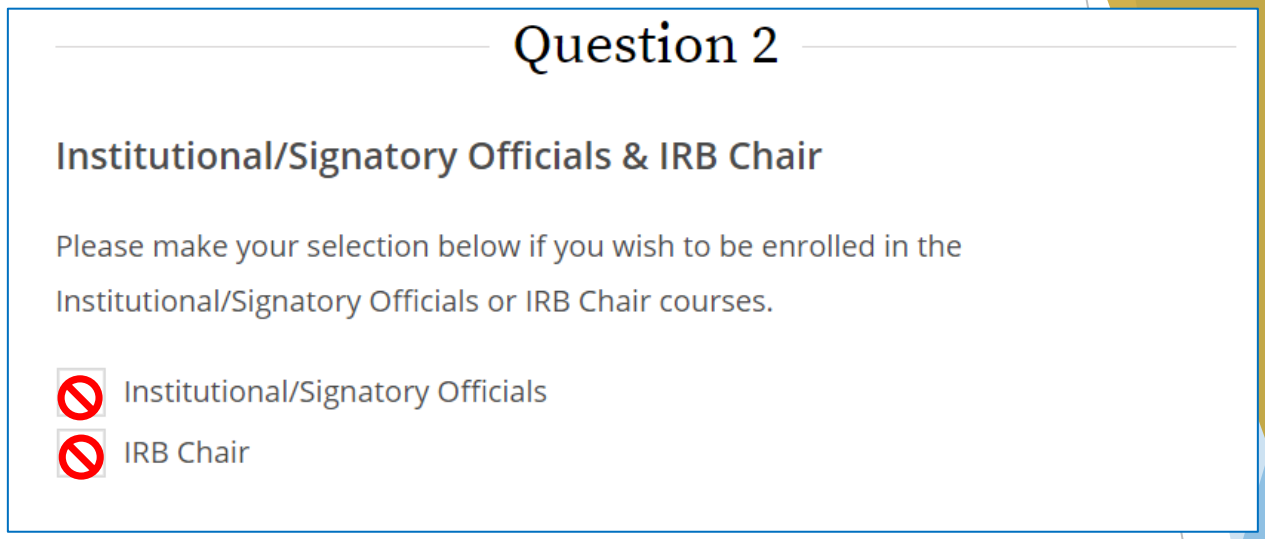
If you are not conducting human subjects research, please select "Not at this time."



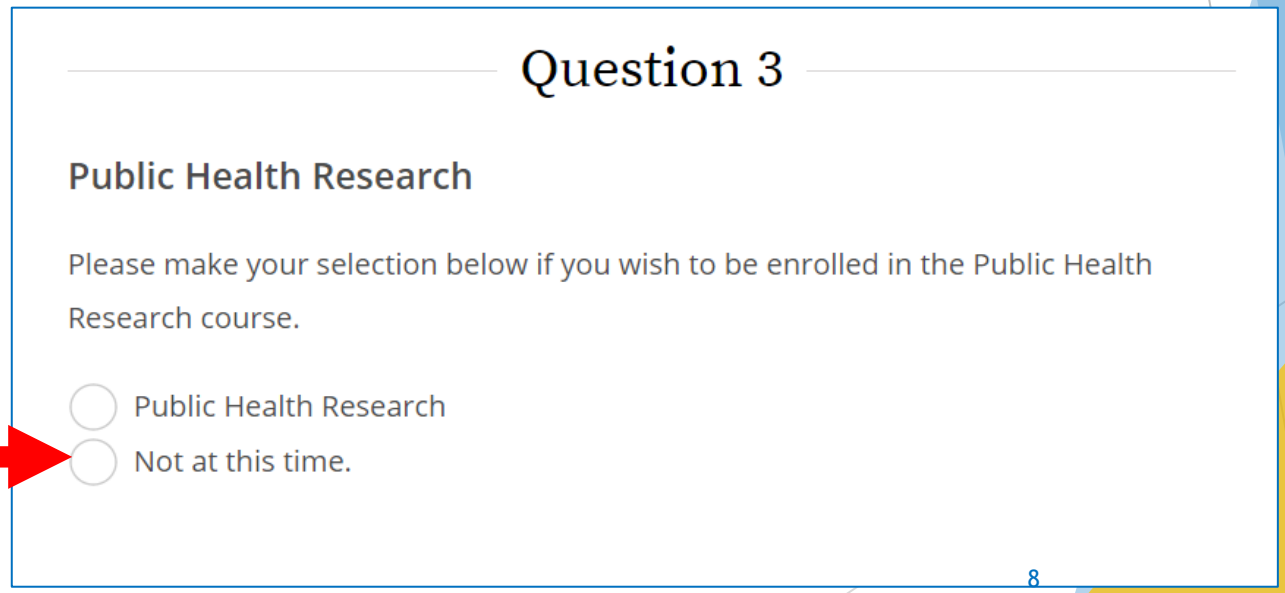
Question 2: Institutional/Signatory Officials & IRB Chair

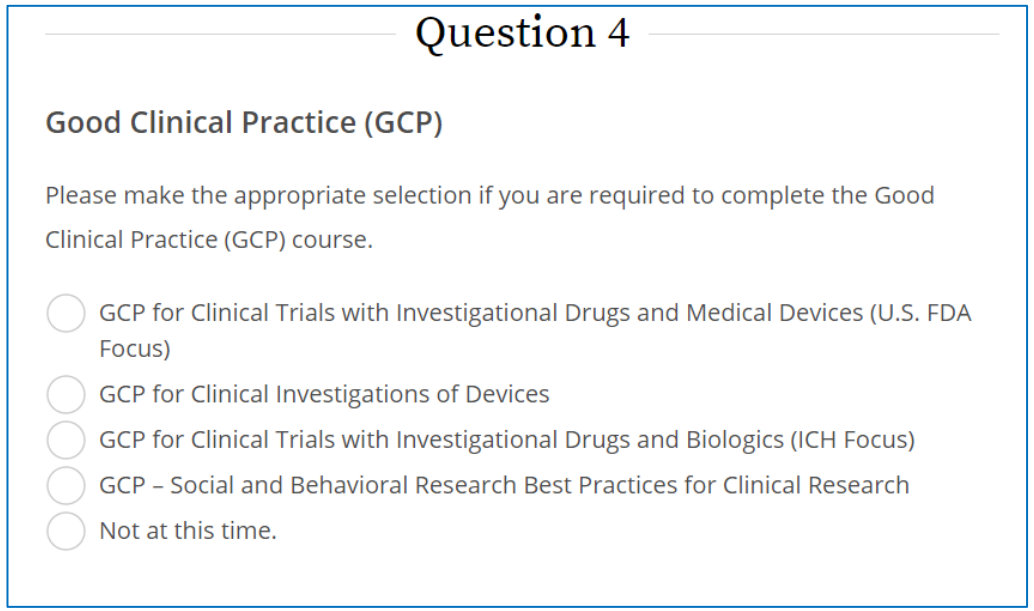
- Institutional Signatory Officials – **this course is for the individual who serves as UVIs Institutional Official**
- IRB Chair – **this course is for the individual who serves as UVIs IRB Chair**

Do not select if you are not the Institutional Official or the IRB Chair



Question 3: Public Health Research. Unless your study requires Select - Not at this time.



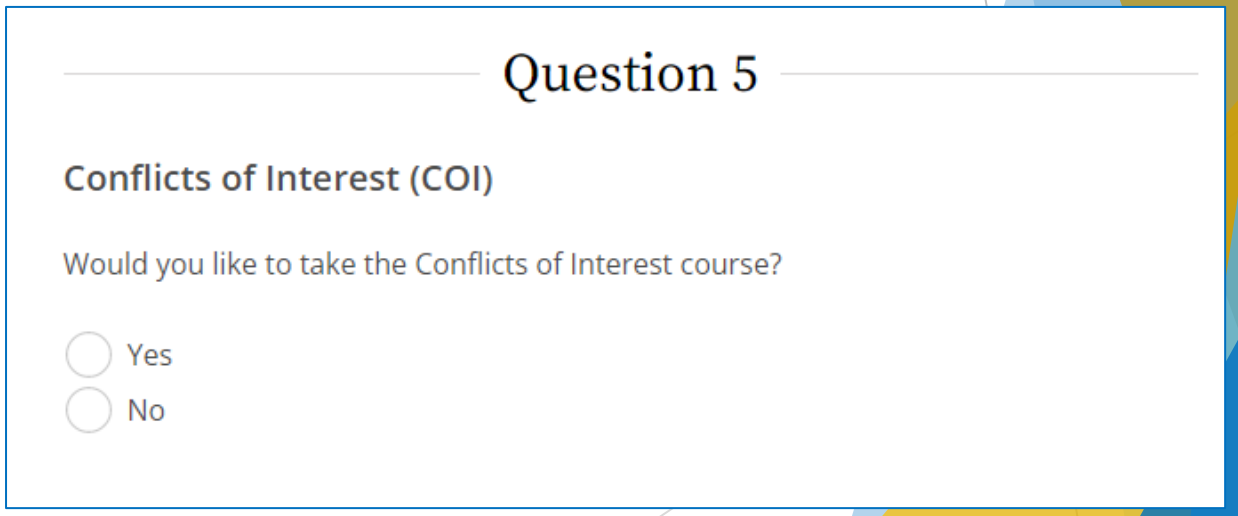


Question 4: Good Clinical Practice (GCP)

Unless needed for your study, select "Not at this time".

Question 5: Conflicts of Interest

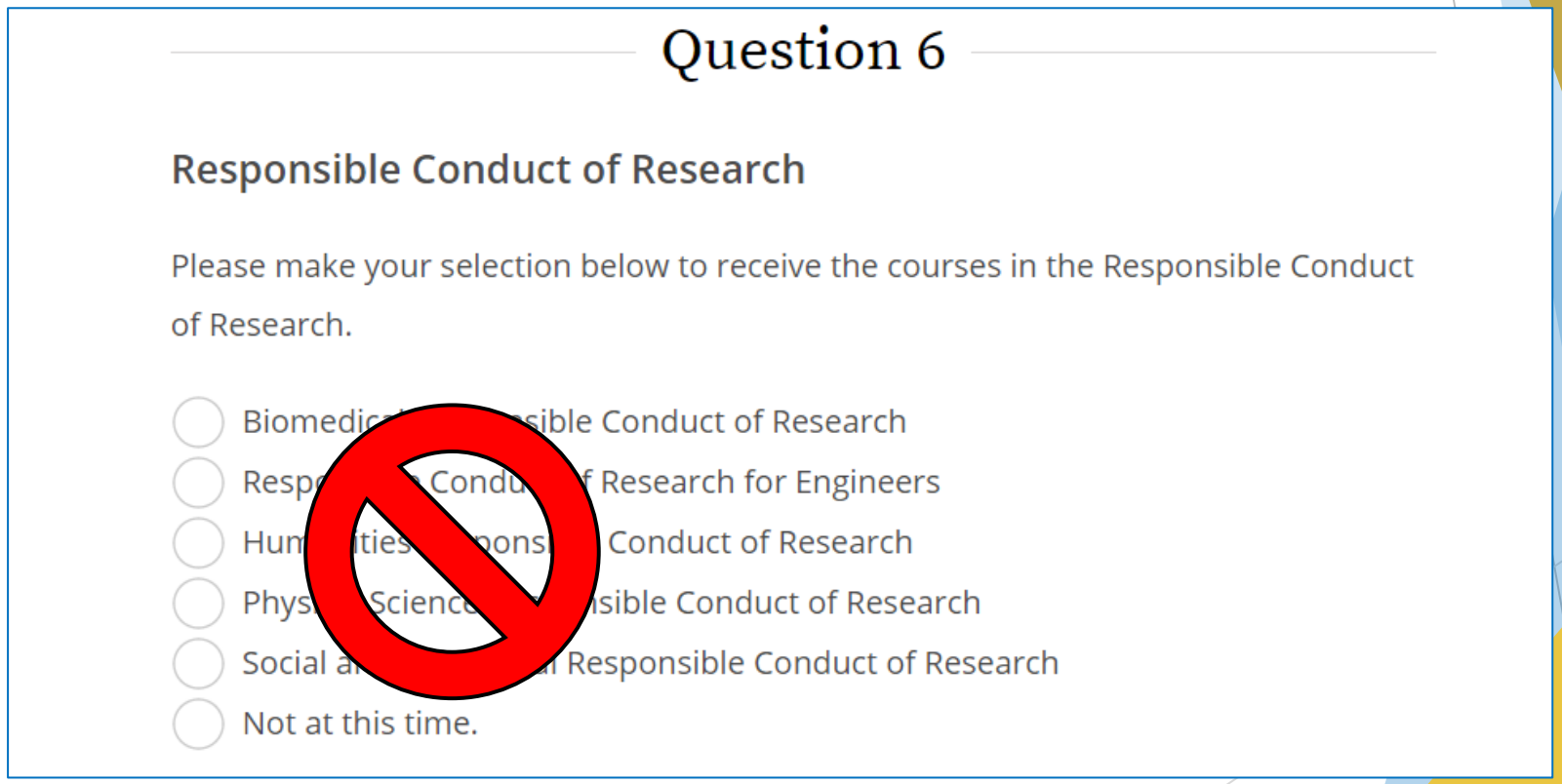
UVI policy requires that persons receiving funds for externally sponsored projects are required to complete this course. Complete, ONLY if this applies to you.



Question 6 Responsible Conduct of Research

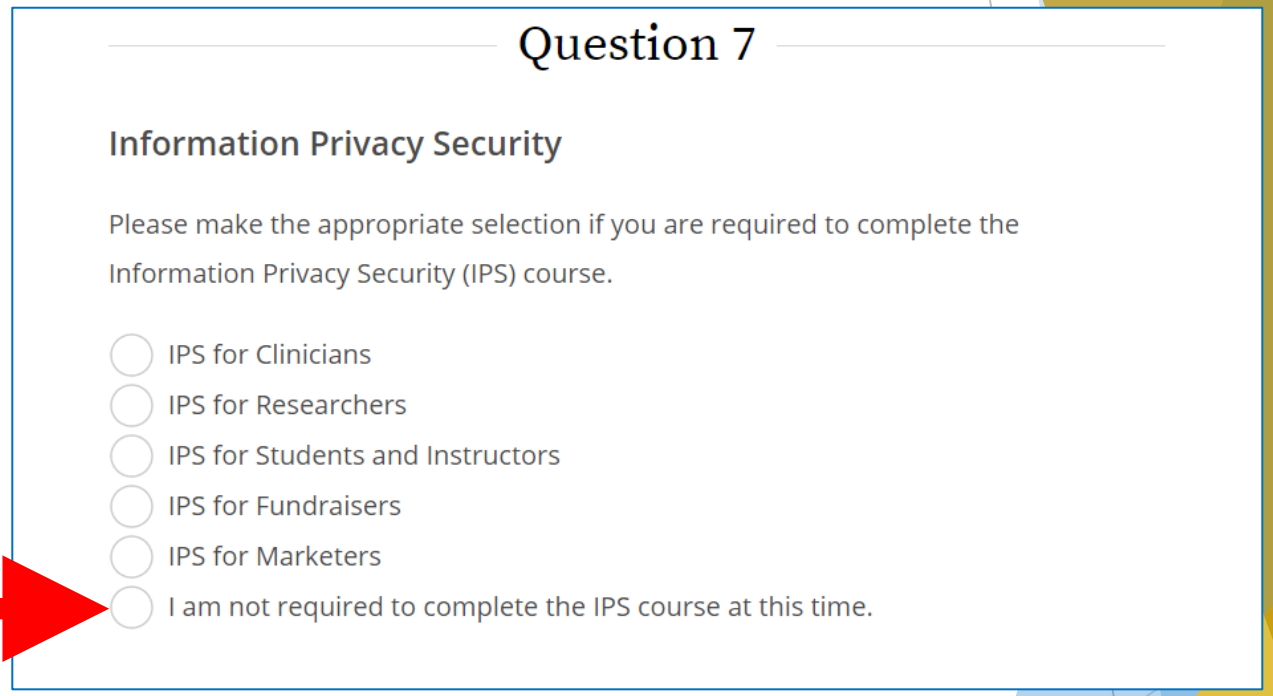
This course is required to partially satisfy RCR training mandated by NSF, USDA, and NIH grants. In-person training may also be required. Select the course which aligns with your academic discipline.

STOP! This course does not meet the IRBs requirement for human subject protection training.



Question 2: Information Privacy Security

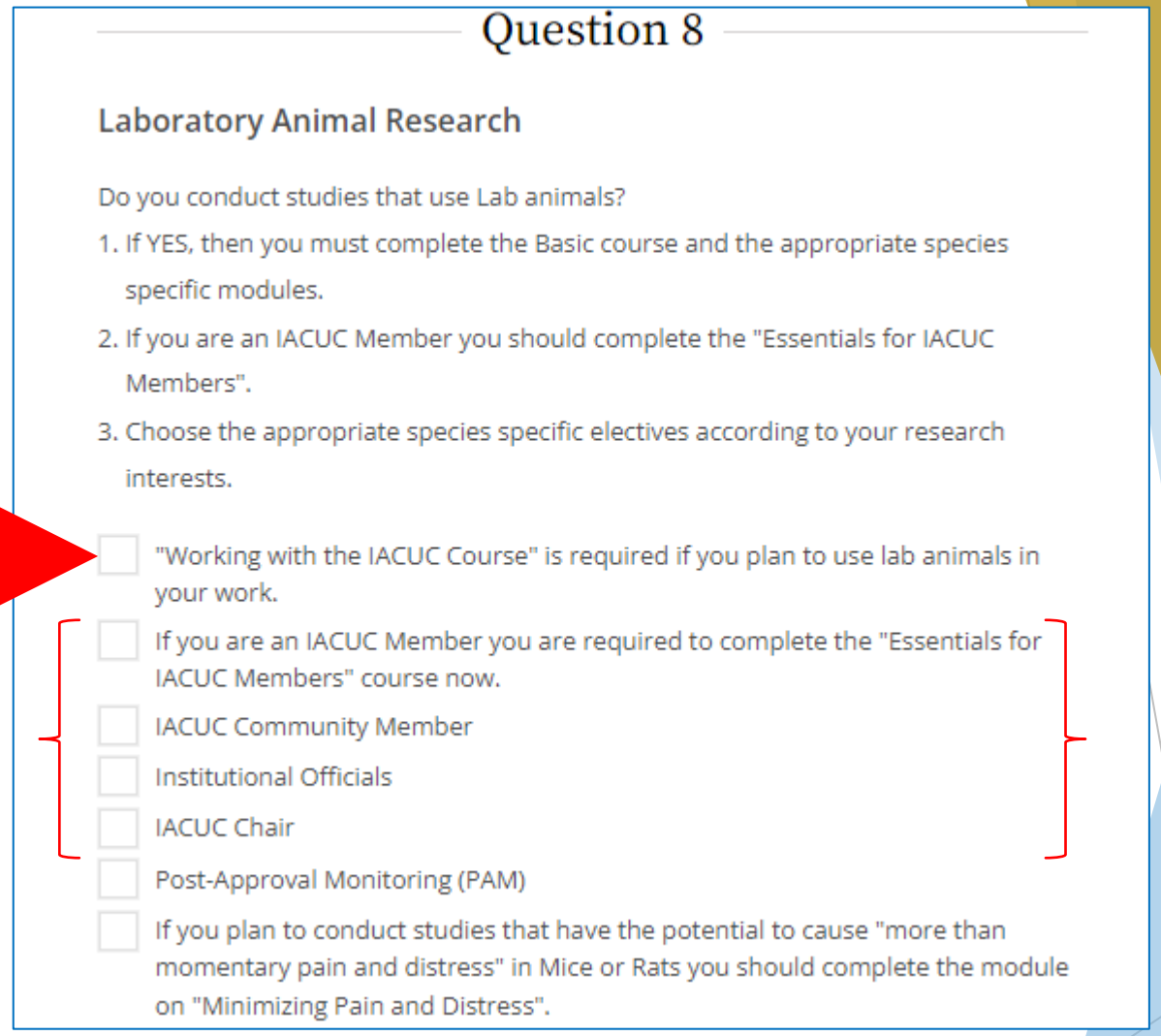
Select “I am not required to complete”



Question 8: Laboratory Animal Research.

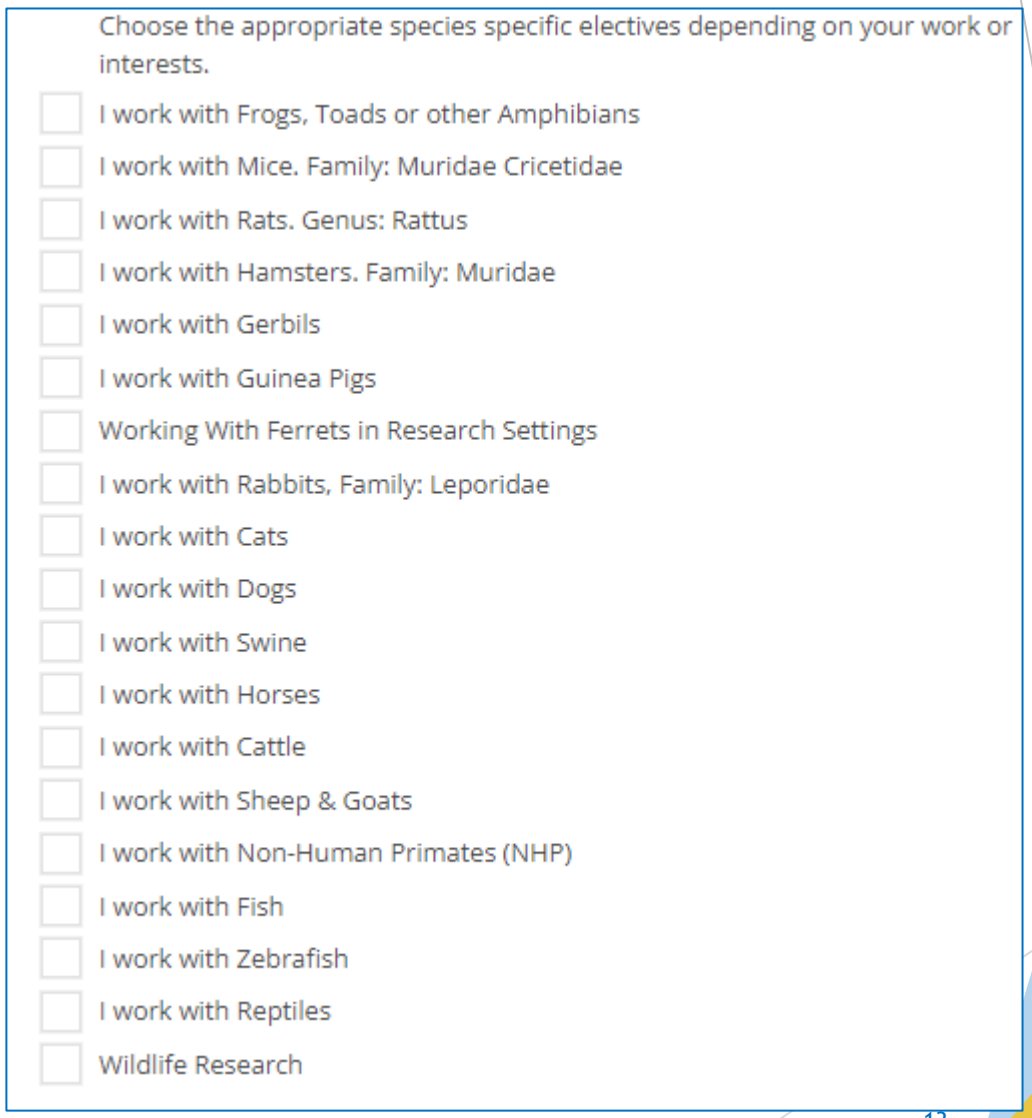
Persons conducting research using animals as subjects are required to complete the “Working with the IACUC Course.”

IACUC members, IACUC community members, Institutional Officials, and the IACUC Chair are required to complete training specifically noted for their role.

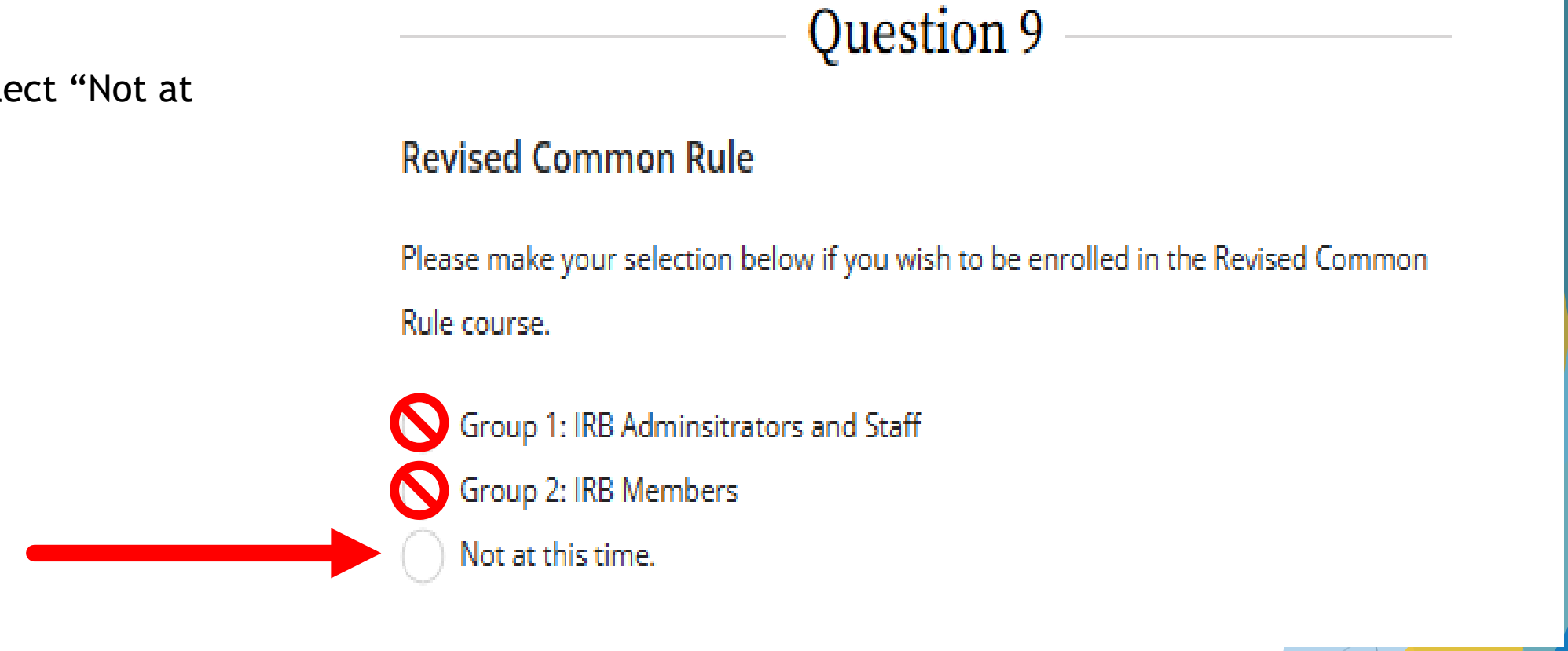


Question 8 Continued

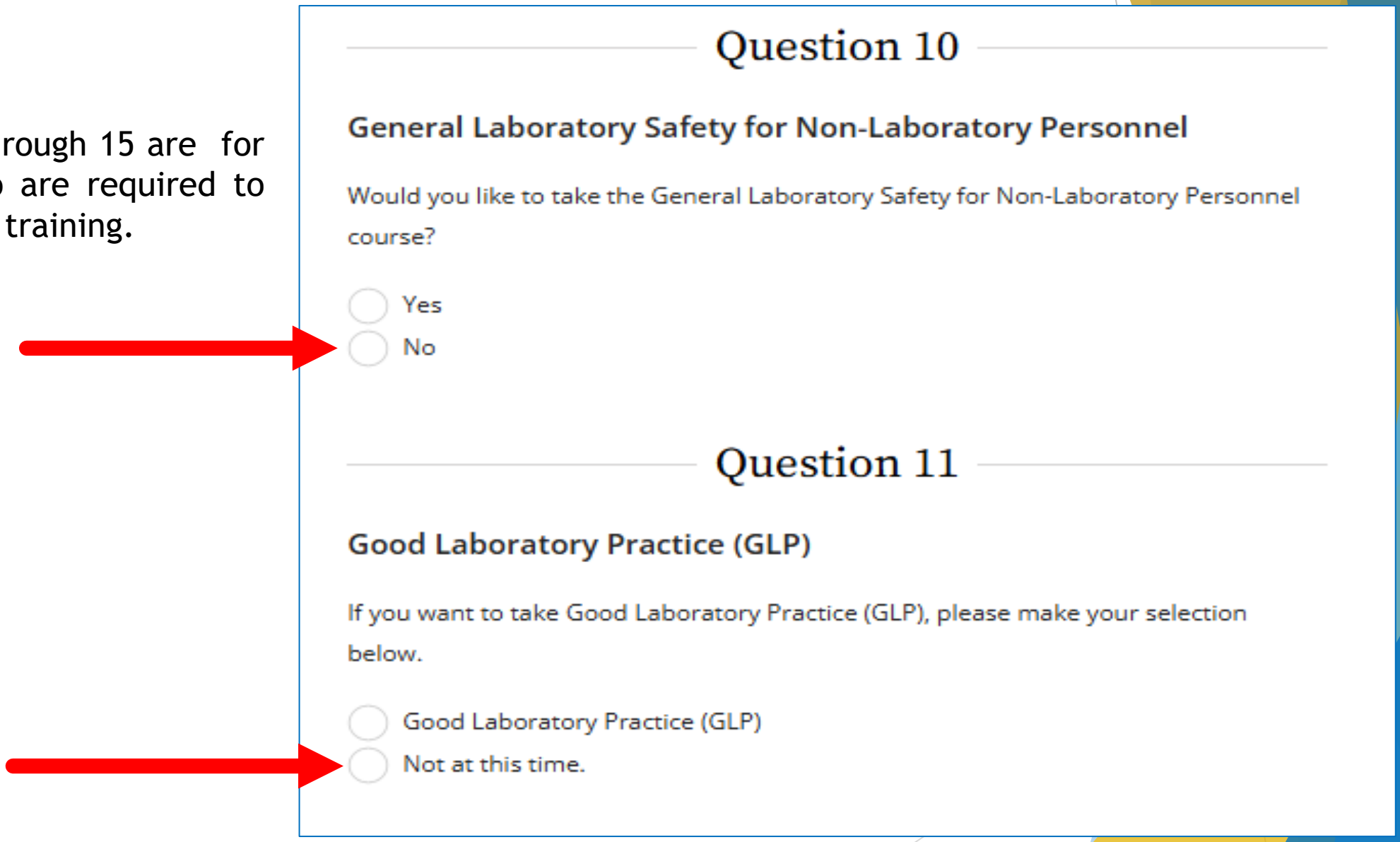
Select the species specific to your research.



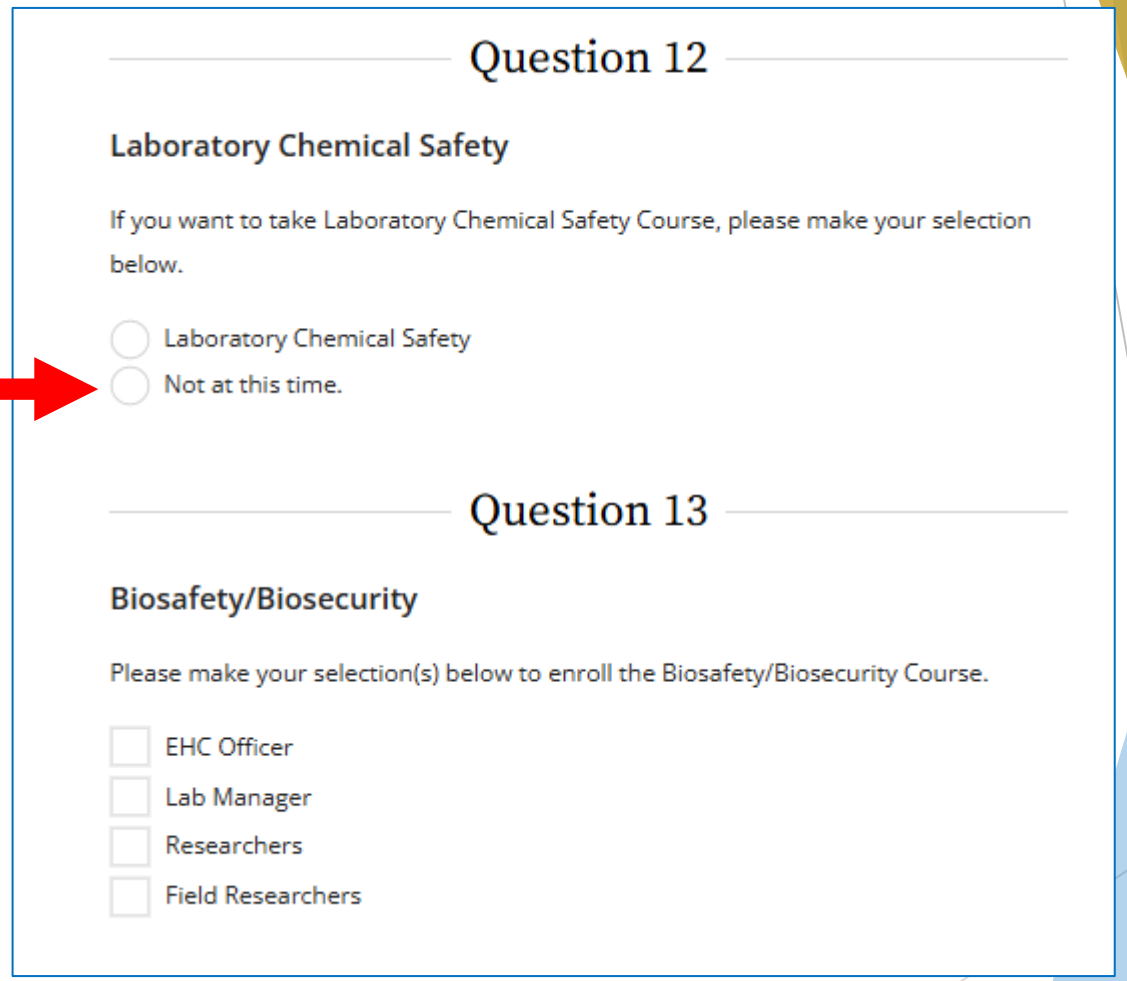
Question 9: Select “Not at this time”



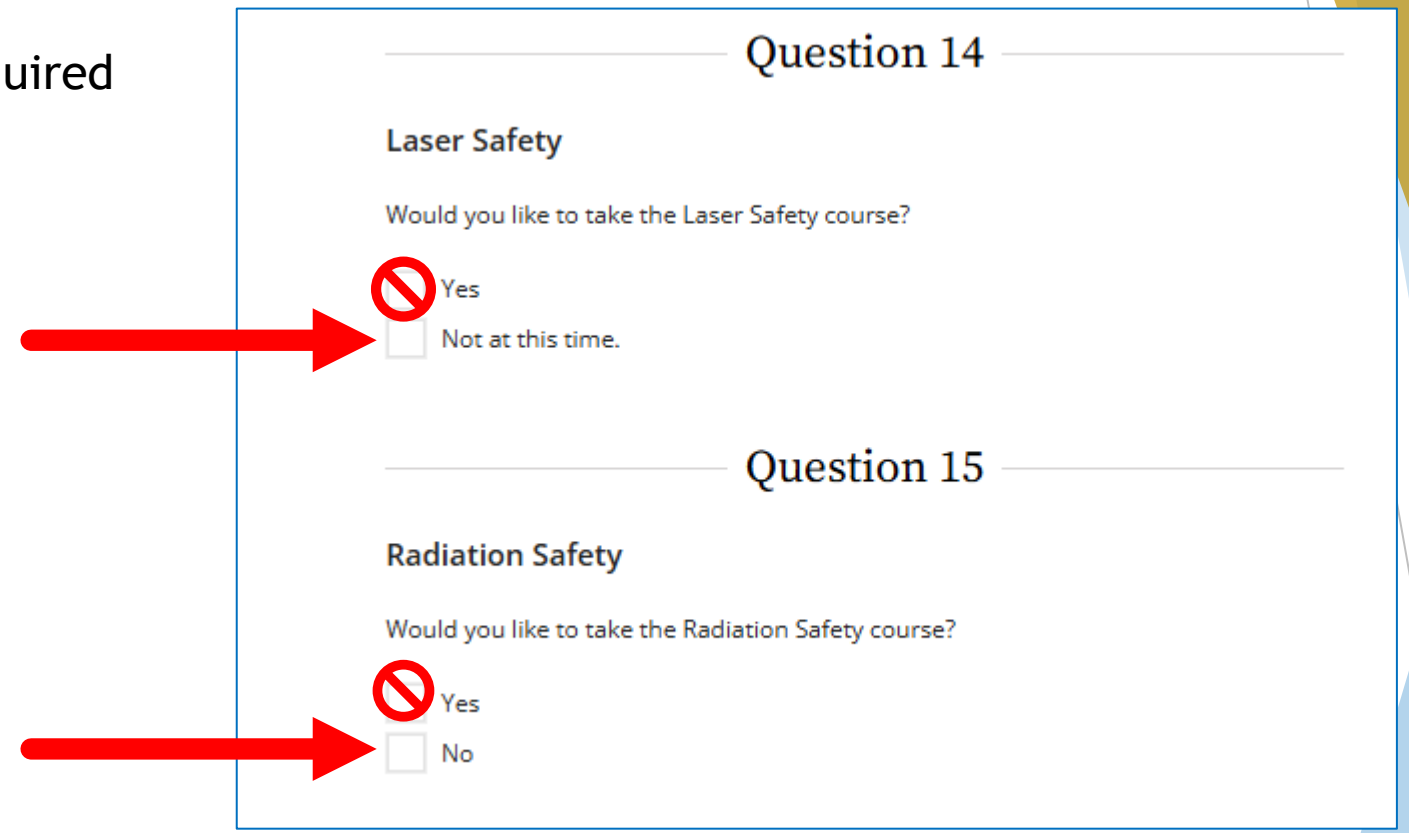
Questions 10 through 15 are for individuals who are required to complete OSHA training.



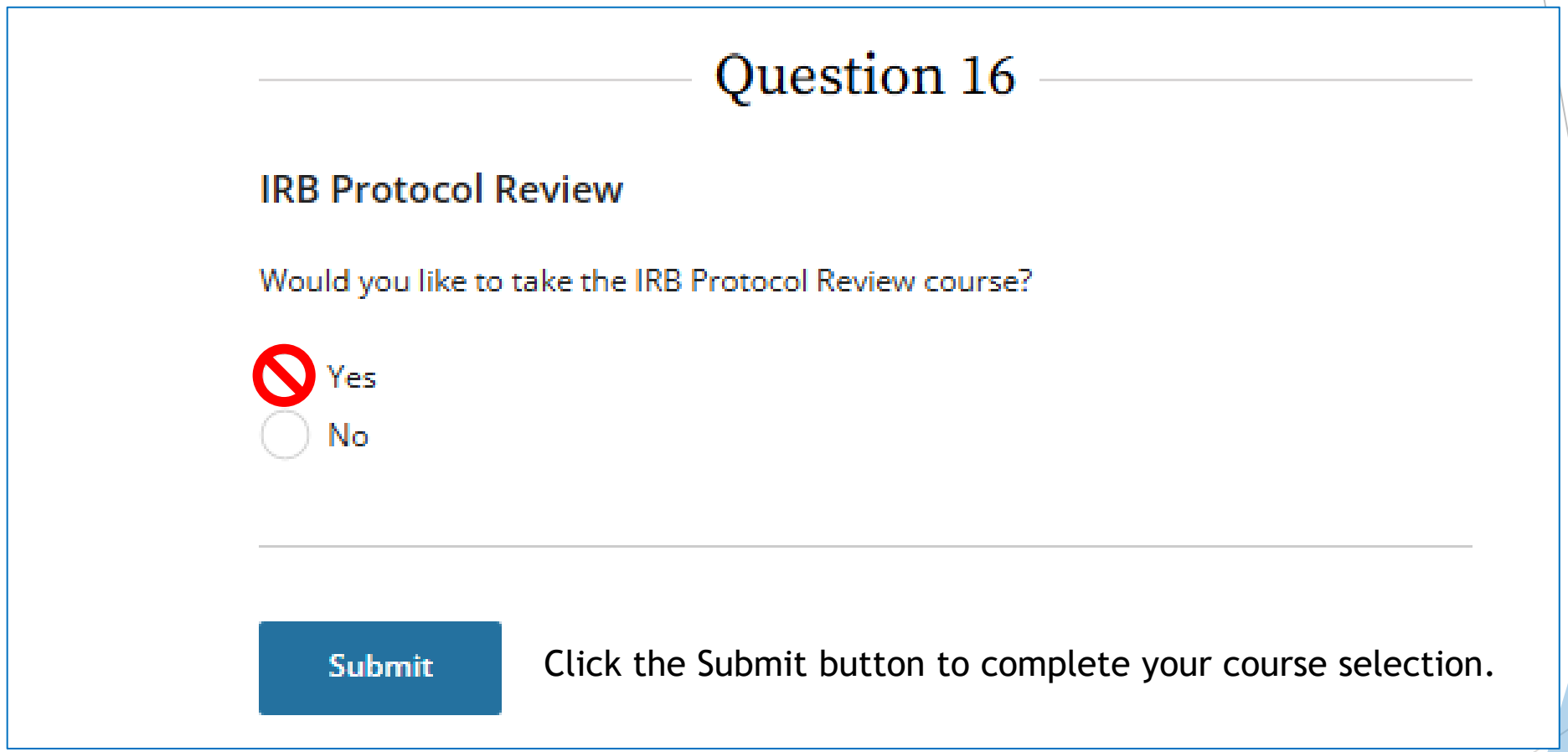
Select only if you are required to complete these courses.



Select only if you are required to complete these courses.



Select “No” for Question 16. **THIS COURSE IS FOR IRB MEMBERS ONLY.**



Click the Submit button to complete your course selection.

To view the course(s) that you are enrolled in, click on View Courses.



Use the Learner Tools to add a course, remove a course, and view a previously completed course.

