



Office of Research and
Sponsored Programs
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<http://www.lehigh.edu/~inors/>

The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF-8.

CITI URL <https://www.citiprogram.org/Default.asp?>

CITI REGISTRATION AND TRAINING TOOL	2
Registering or Logging In	2
Instructions for <i>CITI</i> Learners	4
To Start the Course:	4
What modules must I take for IACUC?	5
How do I access the quiz for the module?	5
To Complete the Course:	6
Where can I get assistance?	6

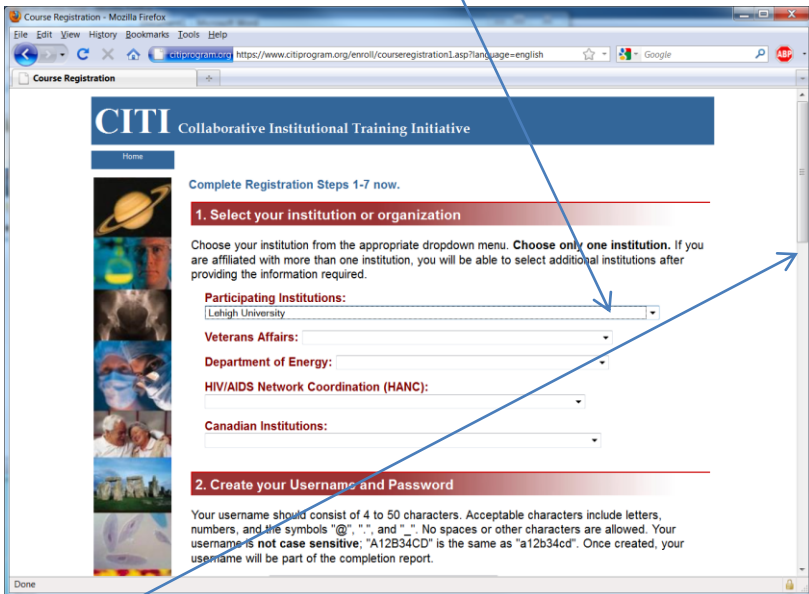
CITI REGISTRATION AND TRAINING TOOL

Registering or Logging In

Log in to CITI <https://www.citiprogram.org/Default.asp?> and choose New Users Register Here, or if you are Already Registered, enter the Login Info and Click Submit.



Use the drop down to choose Lehigh University



Scroll down to complete the questions 2 – 7 and click Submit

Complete the member information screen scrolling to the bottom and click Submit

Course Registration - Mozilla Firefox
https://www.citiprogram.org/enroll/courseregistration2.asp?strKeyID=AFD54A65-D088

CITI Collaborative Institutional Training Initiative

Home

Please provide the following information requested by Lehigh University. Required fields are marked with an asterisk (*).

Member Information	test test
Language Preference:	English ▾
* Institutional email address:	
Gender:	▾
Highest degree:	▾
Employee Number:	
* Department:	
* Role in research:	▾
Address Field 1:	
Address Field 2:	
Address Field 3:	
City:	
State:	
Zip/Postal Code:	
Country:	

Select the radio button which applies to your Course Enrollment.

Select Curriculum - Mozilla Firefox
https://www.citiprogram.org/enroll/selectcurriculum.asp?strKeyID=130689D3-4C38-444

CITI Collaborative Institutional Training Initiative

Home

Select Curriculum - Lehigh University

Getting Started

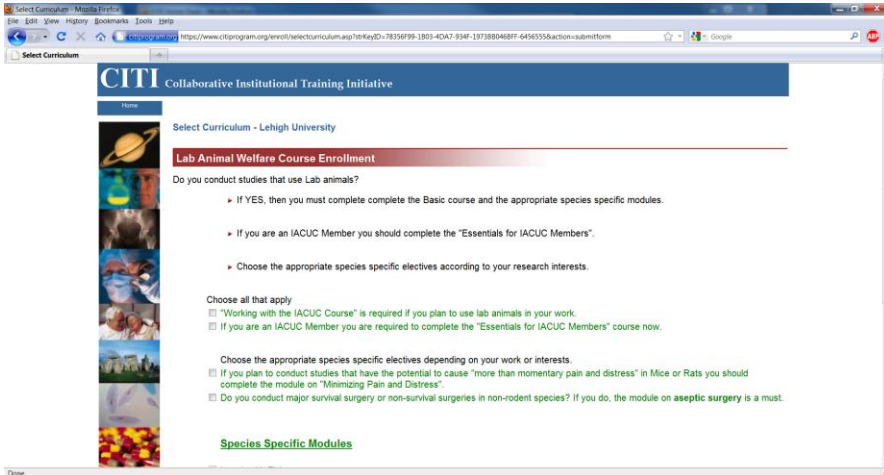
Welcome to Lehigh University CITI Course Enrollment. Please select below which type of course(s) you need to take:

Choose all that apply

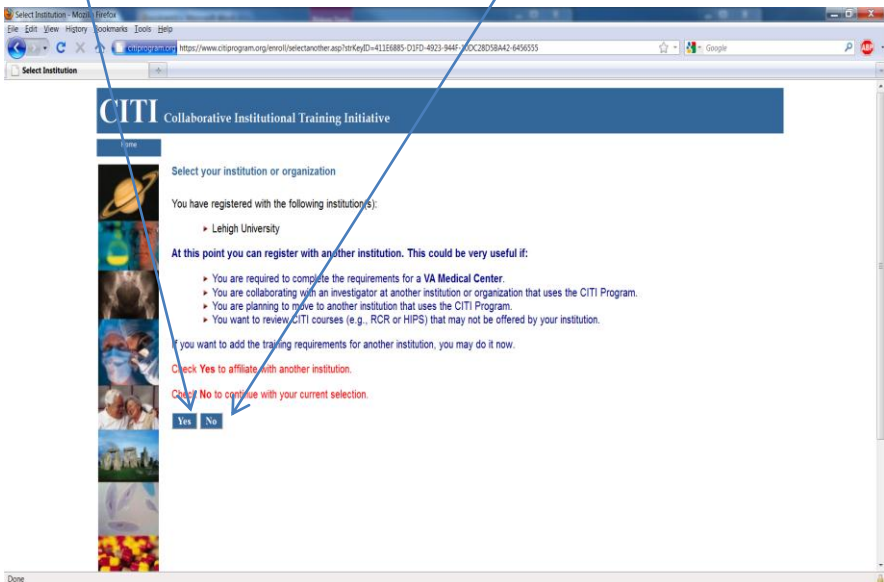
- Human Research
- Lab Animal Welfare
- Responsible Conduct of Research (RCR)

Next Question Cancel

Complete the appropriate enrollment sections. You will need to scroll down to complete this area. Click Next Question when you have entered the information applicable to you.



At the next screen, you may choose to affiliate yourself with another institution. Click Yes to follow those instructions; Click No to move on to the courses or modules you must complete as defined by your role in research.



Instructions for *CITI* Learners

To Start the Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your needs (research with human subjects or animals).
2. Your institution has prescribed each course curriculum.
3. The next page is the **Main Menu**. This page lists the courses you have chosen. The Main Menu also provides a number of **Course Utilities** designed to help you.

- You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
 - You may click on "**Add a course or update your learner groups**" This link will take you to the enrollment questions and permit you to change your "**Learner Group**" by providing new responses to the enrollment questions.
4. The red link ([Enter](#) or [Re-Enter](#)) will permit you to **Begin/Continue the Course**.
 5. To begin, please complete the **Integrity Assurance** module presented at the top. The system will allow you to start taking the courses after completing it.
 6. Complete the required modules and associated quizzes.
 7. Complete any "**Elective**" modules.
 8. When you complete all Required Modules in your curriculum, you will be shown a link to "Optional Modules" in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
 9. When you complete all required modules successfully, you may print your completion report through the link: "Print" in the Learner's menu

The **Basic Course** for Humans Subjects Research and the Lab Animal Welfare **Core Courses** may require 4-6 hours to complete depending how you progress through the modules. You are encouraged to use multiple log on sessions. The RCR curriculum may require 2-4 hours to complete.

What modules must I take for IACUC?

CITI TRAINING MODULES	x=required			
			<u>Researchers must also take modules associated with the species associated with their research</u>	<u>Non-research lab support personnel must also take modules associated with the species</u>
Group	Stage	IACUC		
Aseptic surgery	1. Basic Course			
IACUC Chairs, Members and Coordinators	1. Basic Course	x		
Reducing Pain and Distress in Laboratory Mice and Rats	1. Basic Course			
Working with Amphibians in Research Settings	1. Basic Course		<i>This course may not be on-line; you will be alerted once that status changes.</i>	
Working with Gerbils in Research Settings	1. Basic Course			
Working With Guinea Pigs in Research Settings	1. Basic Course			
Working with Hamsters in Research Settings	1. Basic Course			
Working with Mice in Research	1. Basic Course			
Working with Rats in Research Settings	1. Basic Course			
Investigators, Staff and Students	1. Basic Course	x	x	x

How do I access the quiz for the module?

The links to the quizzes are at the bottom of each module in the footer of the page. Review your Institutional requirements to determine which course you are required to complete. You may access

the quiz by logging on to the site and going to the Learners Menu, once you are at the Learners Menu click on either the Basic Course or the Refresher Course to access your Grade Book, There are links in the Grade Book to provide you access to the all Modules available to your institution. You MUST complete the first module required by your institution prior to accessing the next module. As you complete modules the next module in the sequence will become available. After all required modules are completed the Optional modules will become available for you to review.

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100 % correct.
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically by CITI Program to your institutional administrator. You may also return to the course site in the future to obtain a copy of the completion report.
- Submit a voluntary, anonymous user satisfaction survey.

Where can I get assistance?

Questions regarding your requirements should be addressed to Marcia Hamm Groover, CRA – Manager, Electronic Research Administration at 610-758-4402 or mhm3@lehigh.edu.

Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.