



CU BOULDER – CITI Training

Complete Required Course

Last Updated: 2018-10-02

Login:

Step 1: Go to: <https://citiprogram.org>.

Step 2: Log in. – You have 2 options on this site:

- (1) Log in – use your CITI credentials for access.
 - (2) Log in Through My Institution – use your CU Login Name and IdentiKey Password for Single Sign On (SSO) access.)
- (Do not use the Register option, your account is already in the system.)

If you do not remember your CITI credentials, contact [CITI support](#) or the IRB Office at irbadmin@colorado.edu.

English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

[Need Help? Support Center](#)



Verify Or Add A Course:

After you login, the screen will refresh to the Main Menu.

Verify A Course

Step 1: Click on **University of Colorado at Boulder Courses**.

The screenshot shows the CITI PROGRAM interface. At the top, there is a header with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. On the right side of the header, the user's name 'Michael Weil' and ID '6825443' are displayed, along with 'Log Out' and 'Help' links. Below the header is a navigation bar with links for 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Support'. A search icon is also present. Below the navigation bar, the 'Main Menu / My Courses' section is expanded, showing a list of course categories. The 'University of Colorado at Boulder Courses' option is highlighted with a red rectangular box.

Step 2: Verify that the listed course is either the **Biomedical Research Investigators and Key Personnel** course or the **Social Behavioral Research Investigators and Key Personnel** course – whichever is appropriate for your type of research.

▼ University of Colorado at Boulder Courses			
Course ?	Status ?	Completion Record ?	Survey ?
Biomedical Research Investigators and Key Personnel	Incomplete	Not Earned	

▼ University of Colorado at Boulder Courses			
Course ?	Status ?	Completion Record ?	Survey ?
Social Behavioral Research Investigators and Key Personnel	Incomplete	Not Earned	

These are the **ONLY** courses that are accepted for IRB approval. **NONE** of the Responsible Conduct of Research courses will be accepted.

* * If one of these courses is *not listed*, you will need to **add a course** (see the next page). * *



Add A Course

Complete these 3 steps to add a course.

Step 1: Click University of Colorado at Boulder Courses. Then click Add a Course.

The screenshot shows the CITI PROGRAM website interface. The header includes the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. The user's name 'Michael Weil' and ID '6825443' are displayed in the top right corner, along with 'Log Out' and 'Help' links. A navigation menu contains 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Support'. Below the menu, a dropdown menu is open, showing 'NORC at the University of Chicago Courses' and 'University of Colorado at Boulder Courses', with the latter highlighted by a red box. An 'Add a Course' button is also highlighted with a red box.

Step 2: Select Human Resources for the IRB then click Next.

The screenshot shows the 'Add a Course' page for 'University of Colorado at Boulder (ID: 686)'. The page title is 'Select Curriculum - University of Colorado at Boulder (ID: 686)'. A note states '* indicates a required field.' Below this, a question asks 'Which compliance training do you want to complete?' with the instruction 'Choose all that apply'. A list of options is provided: 'Human Research for the IRB' (checked and highlighted with a red box), 'Animal Research for the IACUC', 'Responsible Conduct of Research', 'Export Compliance (EC)', and 'GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus) Course'. At the bottom, a 'Next' button is highlighted with a red box, and a 'Start Over' button is visible to the right.



Step 3: Select either: **Biomedical Research Investigators and Key Personnel** or **Social Behavioral Research Investigators and Key Personnel** then click **Next**. – The course will appear under University of Colorado at Boulder Courses on the Main Menu.

English ▾

CITI PROGRAM | Collaborative Institutional Training Initiative

Michael Weil
ID 6825443
Log Out
Help

Main Menu / My Courses My Profiles My Records My CEUs Support

Home > Add a Course

Select Curriculum - University of Colorado at Boulder (ID: 686)

* indicates a required field.

Human Subjects Research (IRB)

Select a course.
Choose one answer

- Biomedical Research Investigators and Key Personnel
- Social Behavioral Research Investigators and Key Personnel
- IRB #1 Panel A (Social Behavioral) Members
- IRB #2 Panel B (Biomedical) Members
- Institutional Official
- IRB Chair
- Course Projects - This course is for classroom use only. It is not adequate training for conducting independent research projects such as a honors thesis, masters or dissertation. Research submitted for IRB review with this completion report as proof of training will not be accepted.

Next Start Over



Complete Course Modules:

On the Main Menu, all of your affiliated institutions are listed.

From the dropdown under University of Colorado at Boulder Courses, complete the modules for the according course.

To complete a course, click the **course title** in the Course column from the table in the dropdown. – Modules may vary based on institutional requirements.

When the course is completed, you will receive a verification email from CITI.

The screenshot shows the CITI PROGRAM interface. At the top right, the user is identified as Michael Weil with ID 6825443, and options for Log Out and Help are available. The main navigation bar includes links for Main Menu / My Courses, My Profiles, My Records, My CEUs, and Support. The current page is 'Main Menu / My Courses'. A dropdown menu for 'University of Colorado at Boulder Courses' is open, displaying a table with the following data:

Course ?	Status ?	Completion Record ?	Survey ?
Biomedical Research Investigators and Key Personnel	Incomplete	Not Earned	

Below the table, there is a section titled 'My Learner Tools for University of Colorado at Boulder' with the following options:

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

At the bottom of the dropdown menu, there are two additional options: 'Affiliate With Another Institution' and 'Affiliate as an Independent Learner'.



Print Completion Report:

Step 1: Return to the **Main Menu** when finished and select **University of Colorado at Boulder Courses**.

Step 2: From the table in the dropdown, click **View-Print-Share** under the Completion Record column. – Use your printer settings to create a PDF or print a hard copy.

If the CU Boulder IRB Office has requested this report, attach the electronic copy to your eRA submission.

The screenshot shows the CITI Program web interface. At the top, there is a blue header with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. On the right side of the header, the user's name 'Michael Weil' and ID '6825443' are displayed, along with 'Log Out' and 'Help' links. Below the header is a navigation menu with 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Support'. A search icon is also present. The main content area shows a dropdown menu for 'University of Colorado at Boulder Courses'. A table lists the course 'Biomedical Research Investigators and Key Personnel' with a status of 'Passed' on '21-Dec-2017'. The 'Completion Record' column for this course contains a 'View-Print-Share' button, which is highlighted with a red rectangle. Below the table, there is a section titled 'My Learner Tools for University of Colorado at Boulder' with a list of actions: 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom, there are two more dropdown options: 'Affiliate With Another Institution' and 'Affiliate as an Independent Learner'.