Collaborative Institutional Training Initiative (CITI)
CITI Instructions & Access

Instructions for completing the CITI course

Select the following link and log-in per the instructions below: www.citiprogram.org

New Users:
- ➢ Click the New Users "Register Here" link
- ➢ Select Chapman University under "Participating Institutions"
- ➢ Complete the rest of the form to create your account, taking note of your username and password and click SUBMIT at the bottom of the page

Complete Registration
- ➢ At the Main Menu, click on the link to "Add a course or update your learner groups"
- ➢ At the Select Curriculum page, choose the applicable course(s) that you wish to complete for each category. You may also choose "Not at this time" for any category that is not required or does not apply to your research.

   You are REQUIRED to complete the following module if you are applying for any funding through a PHS affiliated entity. Please see this link for a comprehensive list of PHS affiliated entities:
   - ○ *Basic Course: Conflicts of Interest*

- ➢ Click the "Continue" button at the bottom of the page

To Begin Your Course(s):
- ➢ At the Main Menu, under "My Courses",

   The LEARNER'S MENU includes links to Institutional Instructions & other information.
- ➢ When ready to proceed, SELECT the **Basic Course** (Required Status: Incomplete)
- ➢ Complete the **Integrity Assurance Statement** presented at the top. The system will allow you to start taking the required modules and related quizzes after completing it.
- ➢ Each module is 15–20 minutes in length. You may log on and off as often as needed.
- ➢ At completion of the course, you will be able to print a Completion Report and the Chapman University ORSPA office will automatically receive an e-mail notice.

To Update Your Course(s):
   You may "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.

To Affiliate with Chapman University from Another Institution:
If you have previously been affiliated or have a joint appointment with another institution, you will need to add Chapman University. 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 also need to add another institution if you are collaborating with an investigator at another CITI participating institution.

➢ At the Main Menu, select "Affiliate with another institution,"

Training must be completed every three (3) years. If you have questions regarding requirements, please contact ORSPA at (714)628-2805 or orspa@chapman.edu. For questions related to technical content, please contact CITI tech support at (305)243-7970 or citisupport@med.miami.edu.