1) Visit www.citiprogram.org  
2) New users must click on the “Register” button located in the blue box to the right of the homepage. The system is administered externally and is NOT connected to your Purdue Career account. If you have already created a login/password for the CITI system, please log in.

****Users with current login information will need to login to access the main menu and click “Add a Course or Update a Learner Group.” You must list your institutional affiliation with Purdue University. Training for the IRB/Human Subjects curriculum is separate from the RCR requirement. If you are not a new user, login and skip to step 11 of these instructions. ****
3) Select the dropdown menu for Participating Institutions and select “Purdue University.” You will not need to select from the other dropdowns. **Note:** If you do not select Purdue University, you will not complete the correct courses or have the proper documentation.

4) Enter your name and email address. Please provide the name on file with Purdue University to be sure that your training can be easily verified. Using your Purdue email address is helpful in the event that there are multiple people in the system with the same name.
5) **Choose a username and password for your account.** Please follow the on-screen instructions for the expected parameters of each field. Passwords are case sensitive. During this step you will also select and answer a security question. Continue to the next step.

6) **The next step involves optional collection of demographic information.** Use the blue information question marks for more information on specific categories. Answer as you prefer and continue to the next step.
7) Answer “No” regarding professional continuing education requirements. (Not applicable to RCR users). There is no cost to this course for Purdue University employees and students.

Also, answer if you are interested in participating in research surveys given by CITI at a later date. This answer is based on your personal preference.

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**CITI - Learner Registration**

Steps: 1 2 3 4 5 6 7

* Indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

If you answer “yes”, you will be provided with information before you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information must be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering “yes” does not obligate you to purchase CEU credits for any course.

If you answer “no”, you will not see information about the CEU credits available for courses before you start them or after completing them, and you will be ineligible for CEU credit for these courses. You can change this preference at any time by clicking on a “CEU Information” link or using a “My Profile” link to update your Profile.

If you’re not sure, you can change your answer later.

- Yes
- No
- Not sure, Ask me later

If you answered “yes”, please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

- AMA PRA Category 1 Credits
- Nurses (CNE Credits)
- Other
- Psychologists (CEP Credits)

* Can CITI Program contact you at a later date regarding participation in research surveys?

- Yes
- No
- Not sure, Ask me later

---

Continue to Step 6
8) Complete the required questions below

Please provide the following information requested by Purdue University

* indicates a required field.

Language Preference

* Institutional email address

* Gender

* Highest degree

Employee Number

* Department

* What is your role in research?

Address Field 1

Address Field 2

Address Field 3

City
9) In the next step, you will enroll in CITI Program courses. The groups for the curriculum below apply only to research with human subjects. IRB/Human subjects related training is separate from the Responsible Conduct of Research (RCR) training. Read on to access RCR courses.

Move on to question 2 on the CITI screen for Responsible Conduct of Research (RCR) training.
At least one group needs to be selected from the CITI Responsible Conduct of Research (RCR) screen. Choose the appropriate group for your academic research discipline.

*If you are a Purdue faculty member, staff, graduate student, or postdoctoral researcher, please pick the most appropriate discipline for your research. Do not take the undergraduate course unless you are an undergraduate student. If you are an undergraduate researcher, check the last box.*
The remaining courses do not apply to the RCR training. You will only need to take these courses if applicable to your research or asked by a regulatory committee for a protocol. Click the “Complete Registration” button at the end.

* Question 3

**Refresher - Biomedical research Investigators**

If you want to take a refresher course for Biomedical research Investigators; please select one of the option below.

Choose one answer

- Refresher Course?
- Not at this time.

* Question 4

**Refresher - Social and Behavioral**

If you want to take a refresher course for Protection of Human Subjects Library Social and Behavioral Series; please select one of the option below.

Choose one answer

- Social Behavioral Research Investigators and Key Personnel.
- Not at this time.

* Question 5

**Refresher for Investigators**

If you want to take a refresher course for Investigators and Research Personnel Conducting Exempt; please select one of the option below.

Choose one answer

- Purdue University Extension Educators
- Not at this time.
The following screen should be displayed. Be certain that Purdue University appears. Click on Finalize Registration.
Your learner account registration is now complete. You will receive an account validation email to the address provided in Step 3.

Access the Main Menu of your account. Click on Add a Course or Update Learner Group
11) Click on the appropriate Responsible Conduct of Research course related to your research discipline. Do not choose “RCR for Undergraduate Students” unless you are an undergraduate student.
12) The following screen will appear.

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**CITI Program**

Collaborative Institutional Training Initiative at the University of Miami

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu - Course RCR for Undergraduate Students

**RCR for Undergraduate Students - RCR**

To pass this course you must:
- Complete all 5 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining.

**Complete The Integrity Assurance Statement before beginning the course**

---

**Required Modules**

<table>
<thead>
<tr>
<th>Module</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Responsible Conduct of Research (ID: 1248)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Research Misconduct (RCR-Biomed) (ID: 1215)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Data Management (RCR-Biomed) (ID: 1308)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Conflicts of Interest (RCR-Biomed) (ID: 1622)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>The CITI RCR Course Completion Page (ID: 1043)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>

**Optional Modules**

<table>
<thead>
<tr>
<th>Module</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Study - Truth or Consequences (RCR-Biomed) (ID: 1470)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>

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NOTE: Optional modules are provided for general interest only. You DO NOT receive credit for completing these modules.
13) Once you have completed The Integrity Assurance Statement and all the required modules the following screen will appear. Click on The CITI RCR Course Completion Page.

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Responsible Conduct of Research (ID: 1248)</td>
<td>08/13/13</td>
<td>No Quiz</td>
</tr>
<tr>
<td>Research Misconduct (RCR-Biomed) (ID: 1215)</td>
<td>08/13/13</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Data Management (RCR-Biomed) (ID: 1308)</td>
<td>08/13/13</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Conflicts of Interest (RCR-Biomed) (ID: 1622)</td>
<td>08/13/13</td>
<td>5/6 (83%)</td>
</tr>
<tr>
<td>The CITI RCR Course Completion Page (ID: 1045)</td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
</table>

NOTE: Optional modules are provided for general interest only. You DO NOT receive credit for completing these modules.
Thank you for completing the Required Modules of the CITI Course for The Responsible Conduct of Research.

To finish the CITI RCR Course (instructions valid in case you do not have elective modules to be completed):

- Use the link below to "return to the Main Menu".
- Use the link on the Learner Menu to "download" or print a CITI RCR Course Completion Report.
  - Retain your username and password to return to obtain a copy of your Completion Report in the future.
  - If you are affiliated with a CITI member institution, a copy of your RCR Course Completion Report has been sent to your instructor or training coordinator.
- Please complete the voluntary user satisfaction survey before logging off.

Inquiries regarding technical problems can be made at 305 243-7970 or at citisupport@med.miami.edu

⚠️ There is no quiz for The CITI RCR Course Completion Page

Return to the module list for this course
15) Return to the Main Menu. Click on Print Report.
The following completion report will appear. Print the completion report and take a copy to your supervisor*

*Undergraduates will also need to give a copy to their departmental business office.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI)
RESPONSIBLE CONDUCT OF RESEARCH CURRICULUM COMPLETION REPORT
Printed on 08/13/2013

LEARNER
DEPARTMENT
PHONE
EMAIL
INSTITUTION
EXPIRATION DATE

Purdue University

RCR FOR UNDERGRADUATE STUDENTS
COURSE/STAGE: RCR/1
PASSED ON: 08/13/2013
REFERENCE ID: 109687288

MODUL LEARNING OBJECTIVE
Intro
Research Misconduct (RCR-Biomed) 08/13/2013 5/5 (100%)
Data Management (RCR-Biomed) 08/13/2013 5/5 (100%)
Conflicts of Interest (RCR-Biomed) 08/13/2013 5/6 (83%)
The CITI RCR Course Completion Page 08/13/2013 No Quiz

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI Program participating institution or be a paid independent learner. Falsified information and unauthorized use of the CITI Program course site is unethical, and may be considered research misconduct by your institution.

Paul Braunschweiger Ph.D.
Professor, University of Miami
Director, Office of Research Education
CITI Program Course Coordinator

SAMPLE ONLY