CITI Ethics Training for Research with Human Subjects
Registering for curriculum titled "Investigators and Key Research Personnel"

Go to the CITI website www.citiprogram.org and click on "Register."
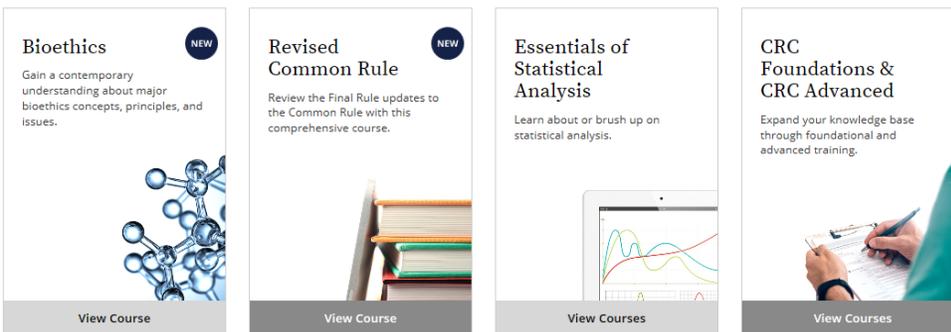
Step 1:
To select your organization affiliation slowly type in "department" and click "Department of the Navy" from the drop down menu.

After selecting Department of the Navy, check both boxes agreeing to the site policy and your affiliation.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Department of The Navy

Department of The Navy only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of Department of The Navy.

Continue To Create Your CITI Program Username/Password

Step 2
Complete your personal information.

CITI - Learner Registration - Department of The Navy

Steps: 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

Step 3:

Create your username and password.

CITI - Learner Registration - Department of The Navy

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

[   ]

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password   * Verify Password

[   ]   [   ]

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

[▼]

* Security Answer

[   ]

Step 4:

Select your country of residence.

CITI - Learner Registration - Department of The Navy

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

[   ]

Continue To Step 5

Step 5:

Page | 3

Check "no" to the following three prompts.
- **You are not interested in receiving Continuing Education Unit (CEU) for completed CITI Program courses.**
- **You do not want CITI to contact you for participation in research surveys.**
- **You do not want CITI to contact you for marketing purposes.**

CITI - Learner Registration - Department of The Navy

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?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

◉ No

If you picked "YES", please check below the one type of credit you would like to earn

○ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
○ Psychologists – APA Credits
○ Nurses – ANCC CNE
○ Other Participants – Certificates of Participation
○ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

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

○ Yes
◉ No
○ Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? ⊙

○ Yes
◉ No

Continue To Step 6

Step 6:
Provide you information and when asked "YOUR COMMAND" choose "Naval Postgraduate School – NPS Monterey."

Country

* Office Phone

Home Phone

* YOUR COMMAND
Naval Postgraduate School - NPS Monterey ▾

Continue To Step 7

Step 7

When asked "What kinds of research are you conducting?" Choose "I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues and/or patient records."

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* Answer the following questions carefully. The software will then present the course(s) that you are required to complete.

What kinds of research are you conducting?

Choose all that apply

☑ I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.

☐ I am conducting or plan to conduct or am otherwise involved in studies with laboratory animals

☐ I am a Midshipman at the USNA and I am required to complete the CITI basic course for Midshipmen.

☐ I am the designated Ombudsman for a protocol and I am required to complete the Ombudsman course.

☐ I am wanting to take courses in Spanish.

☐ I am wanting to take the **Financial Conflict of Interest** course.

☐ I am wanting to take courses in **Vietnamese**.

☐ I am wanting to take courses in Khmer.

Next

When asked "What is your research focus?" choose "The Social and Behavioral Sciences."

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* What is your research focus? Biomedical or social and behavioral sciences.

If your research involvement is with **both** Social and Behavioral Sciences and Biomedical Sciences, choose "The Biomedical Sciences."

Choose all that apply

☑ The Social and Behavioral Sciences.

☐ The Biomedical Sciences

[Next]

When asked "What is your role in the research?" choose "Investigators and Key Research Personnel."

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* What is your role in social and behavioral research for the Department of the Navy?

Choose one answer

○ No, This this is not applicable to me.

○ Senior Navy and Command Leadership - SBR: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Research (CNR) and Command Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-In-Charge (OICs) Social and Behavioral Research Focus.

○ Directors, Chairs and Managers - SBR: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors, Division Directors and Program Officers. Social & Behavioral Research Focus

◉ Investigators and Key Research Personnel - SBR: Investigators and Key Personnel: Principal investigator, associate investigators, co-investigators, sub-investigators, site investigators, research monitors or other key personnel who are responsible for designing and conducting human subjects research. Social and Behavioral Research Focus

○ Scientific Review Personnel - SBR: Scientific Review Personnel: Chairs, Members, and Reviewers: Chairs and members of committees, panels, or individuals that provide a scientific review. Social and Behavioral Research Focus.

○ IRB Chairs, Vice Chairs and Members - SBR: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with Social

Choose one answer

○ No, This this is not applicable to me.

○ Senior Navy and Command Leadership - SBR: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Nav·
Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-In-Charge
Focus.

○ Directors, Chairs and Managers - SBR: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) D·
Program Officers. **Social & Behavioral Research Focus**

○ Investigators and Key Research Personnel - SBR: Investigators and Key Personnel: Principal investigator, associate investigators
investigators, medical monitors or other key personnel who are responsible for designing and conducting human subjects resear·

○ Scientific Review Personnel - SBR: Scientific Review Personnel: Chairs, Members, and Reviewers: Chairs and members of comm·
scientific review. **Social and Behavioral Research Focus.**

○ IRB Chairs, Vice Chairs and Members - SBR: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with **Social & Behav·**

○ DON HRPP and IRB Staff - SBR: HRPP Staff & IRB staff: Staff that support the institution's HRPP and IRB, including legal counsel
Social and Behavioral Research Focus.

○ Research Coordinators and Administrators - SBR: Research Coordinators, Study Coordinators, Clinical Coordinators and staff th·
research administrators. **Social and Behavioral Research Focus.**

○ Research Support Personnel - SBR: Research Support Personnel: Those who conduct clinical or research procedures; provide s·
responsible for access and release of private identifiable information, e.g., records personnel; information system personnel; indi·
pharmacy, and radiology); legal counsel; grants and contracts personnel; privacy officers. **Social and Behavioral Research Focus**

○ DON-Supported Extramural Performers: DON-Supported Extramural Performers - Social and Behavioral Research

○ DON Human Research Protections Officials

Check "No, not at this time" to the following questions:
- **"Are you required to complete the CITI Good Clinical Practice Course for the Department of the Navy?"**
- **"Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?"**
- **"Are you required to complete the CITI Responsible Conduct Research (RCR) for the the Navy?"**

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* Are you required to complete the CITI Good Clinical Practice course for the Department of the Navy?

Choose one answer

- ● No, not at this time.
- ○ Yes, Complete the CITI GCP Course for DoN in English
- ○ Yes, Complete the GCP – Social and Behavioral Research Best Practices for Clinical Research
- ○ El curso de Buenas Practicas Clínicas en Español.
- ○ Curso Boas Práticas Clínicas - em Português.

[Next]

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?

Choose one answer

- ● No, not at this time.
- ○ Yes, I need to take Responsible Conduct of Research for Biomedical Investigators

[Next]

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?

Choose one answer

- ⦿ No, not at this time.

- ◯ Yes, I need to take Responsible Conduct of Research for Social and Behavioral Investigators

- ◯ Yes, I need to take Responsible Conduct of Research for Physical Science Investigators

- ◯ Yes, I need to take Responsible Conduct of Research for Engineers

[Next]

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CITI - Learner Registration

Your registration with **Department of The Navy** is complete. You must make a selection below to continue.

Affiliate with another institution

Finalize registration

Your registration is complete. Time to Finalize!

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **Department of The Navy** is complete.

[**Finalize Registration**]

Click on "Department of the Navy" and your course will appear.

✅ Your request has been successfully submitted.

▼ Department of The Navy Courses			
❓ **Course**	❓ **Status**	❓ **Completion Report**	❓ **Survey**
Investigators and Key Research Personnel - SBR	Passed 04/15/2013	Print Report	Take Survey

My Learner Tools for Department of The Navy
- ❓ Add a Course or Update Learner Groups
- ❓ View Previously Completed Coursework
- ❓ Update Institution Profile
- ❓ View Instructions page
- ❓ Remove Affiliation