

## Instructions for CITI Training Modules

Training in a variety of subjects is available to WSU affiliated subscribers via the Collaborative Institutional Training Initiative (CITI) online platform. CITI ethics training and education is used at more than 2,100 organizations worldwide.

This document provides instructions on how to register with CITI and complete WSU's core content.

### *How do I enroll in CITI?*

- Go to [citiprogram.org](http://citiprogram.org)
- In the log-in area in the upper right-hand corner, click Register
- Select your organization affiliation, type Winona State University or find it in the dropdown
- Accept the terms of use
- Click Continue
- Provide your profile information (use your WSU email)
- Complete the remaining registration steps and then Finalize Registration
- Once you've finalized registration, CITI will send an email with your username, account number, and links for support if you're having trouble logging in

### *How do I begin a course?*

- Go to [citiprogram.org](http://citiprogram.org)
- In the upper right log-in area, click the blue Log In button
- Log in using your username and password
- You'll be taken to your personal dashboard page where you can make changes to your information, view completed courses, etc.
- Click the View Courses button in the Institutional Courses section, next to "Winona State University"
- On the Winona State University page, click Learner Tools (or scroll down to the bottom of the page to the Learner Tools section)
- In the Learner Tools section, click Add a Course
- On the Select Curriculum page, select the title of the course to begin a new course or continue with a course you started earlier
- Scroll to the bottom of the course list and click Submit
- Click Start Now to begin the course
- Agree to the terms of service and click Submit
- Click Start to begin working through the list of required modules for each course

### *How do I complete a course?*

- Once you've clicked Start for a course module, review the module content
- Each module concludes with a 3-5 question quiz which you can start by clicking Take the Quiz at the bottom of the page
- Click Submit when you've finished the quiz
- Once you've submitted the quiz, you'll see results for each question
- If you'd like to re-take the quiz, you can select Retake Quiz at the bottom of the page, or you can select Gradebook and re-start the module
- You must score a cumulative 80% for the course (not individual modules) to successfully complete the course
- At the top of the Gradebook page, you can see a summary of modules completed and cumulative score for quizzes completed so far
- You can jump out of and return to a module, quiz, or course at any time

### *How do I jump back into, re-take, or review a course?*

- Log in to CITI and select View Courses next to "Winona State University"
- The Winona State University course page will show courses you've enrolled in and the status for each one
- You can Start a course not yet completed or Review a completed course
- You can also scroll down to the Learner Tools section, click View Previously Completed Coursework, and see the status of and access your courses

### *How do I generate proof of completion?*

- When you have completed a course, select View Post-Course Completion Options on the final quiz page
- Click Access Completion Records
- Choose Completion Report (similar to a transcript) or Completion Certificate
- You can also generate a permanent link to your completion records
- Shortly after you complete a course, you'll receive an email that can serve as a proof of completion. The email will also provide permanent links to your completion record.
- You can also select Records in the top navigation bar. On the Records page, click View-Print-Share in the summary of each course to access your proof of completion.

***In which courses should I enroll?***

Winona State subscribes to a number of CITI courses, in which any affiliated member can enroll. University policies currently require the completion of CITI training as follows:

<b>Human Subjects Research (HSR) Required Modules</b>	
<b>Social – Behavioral – Education Research</b> <i>(For most investigators at WSU such as Leadership Education, DNP, etc.)</i>	<b>Biomedical Research</b> <i>(Studies involving biological specimens, disease treatment, clinical trials, etc.)</i>
History and Ethical Principals	History and Ethics
Defining Research with Human Subjects	IRB Regulations and Review
Federal Regulations	Informed Consent
IRB Regulations and Review	Records Based Research
Assessing Risk	Genetic Research in Human Populations
Informed Consent	Populations Requiring Additional Protections
Privacy and Confidentiality	Avoiding Group Harms
Populations Requiring Additional Protections	
<ul style="list-style-type: none"><li>• <i>Each module takes about 15 minutes to complete and includes a 3-5 question quiz which requires a passing score of 80% or higher</i></li><li>• <i>Modules can be completed in two formats: “traditional” reading or presentation style using audio and video</i></li><li>• <i>There are dozens of supplementary courses that may offer information specific to your study or field of research</i></li></ul>	

***Questions:***

Technical issues should be addressed to [support@citiprogram.org](mailto:support@citiprogram.org) or 888-529-5929

Questions regarding your requirements: [Brett Ayers](#), Director, Grants & Sponsored Projects | Human Protections Coordinator | IACUC Compliance Officer

More detailed instructions for how [To Enroll in a Course](#)

More detailed instructions for how [To Start the Course](#)

Animal Care and Use (ACU) Required Modules	
Mice, Rats, Small Animals Research	Wildlife Research <i>(Studies involving biological specimens, disease treatment, clinical trials, etc.)</i>
Working with the IACUC	Working with the IACUC
About the IACUC	About the IACUC
Federal Laws, Policies, Guidelines	Federal Laws, Policies, Guidelines
Completing the Protocol	Completing the Protocol
Surgery, Antibody Production, Blood Collection	Surgery, Antibody Production, Blood Collection
Personnel and Their Welfare	Personnel and Their Welfare
Special Animal Welfare Considerations	Special Animal Welfare Considerations
Changing an Approved Protocol	Changing an Approved Protocol
Reporting Animal Use Concerns	Reporting Animal Use Concerns
Animal Specific (mice, rat, zebrafish, etc.)	Animal Specific (fish, amphibians, etc.)
<ul style="list-style-type: none"> <li>• <i>Each module takes about 15 minutes to complete and includes a 3-5 question quiz which requires a passing score of 80% or higher</i></li> <li>• <i>Modules can be completed in two formats: “traditional” reading or presentation style using audio and video</i></li> <li>• <i>There are dozens of supplementary courses that may offer information specific to your study or field of research</i></li> <li>• <i>Undergraduate student investigators / caregivers may complete the Animal Care &amp; Use module in D2L Brightspace</i></li> </ul>	

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**Responsible Conduct of Research (RCR) Required Modules  
All National Science Foundation (NSF) supported personnel**

**Discipline specific modules for Biological Sciences, Mathematics and Engineering,  
Physical Sciences, Arts & Humanities, Social-Behavioral-Education Sciences**  
*(Choose the course that best fits your research area)*

Introduction to RCR

Authorship

Collaborative Research

Conflicts of Interest

Data Management

Mentoring

Peer Review

Plagiarism

Research Involving Human Subjects

Research Misconduct

- *Each module takes about 15 minutes to complete and includes a 3-5 question quiz which requires a passing score of 80% or higher*
- *Some modules can be completed in two formats: “traditional” reading or presentation style using audio and video*
- *There are several supplementary courses that may offer information specific to your study or field of research, including a course “Communicating Research Findings” which covers presentation of research*

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**Conflicts of Interest (COI) Required Modules**  
**Public Health Service / National Institutes of Health (PHS / NIH) supported personnel**

**Basic Course**  
*(Valid for 4 years)*

FCOI Overview, Responsibilities, Rules

Institutional Responsibilities as They Affect Investigators

Conflicts of Commitment and Conscience

**Refresher Course**  
*(Retake every 4 years)*

COI and PHS Regulations

FCOI Refresher

Institutional Responsibilities as They Affect Investigators

COI Management Plans and Noncompliance

- *Each module takes about 15 minutes to complete and includes a 3-5 question quiz which requires a passing score of 80% or higher*
- *Some modules can be completed in two formats: “traditional” reading or presentation style using audio and video*
- *NIH supported personnel must complete all CITI modules plus the [NIH tutorial](#)*

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