TO REGISTER FOR CITI PROGRAM

- Go to www.citiprogram.org and click "Register" on the top right-hand corner of the screen.
- In the box which says "Select Your Organization," type "The College of New Jersey" and agree to the terms of service.
- Click "Create a CITI Program account"
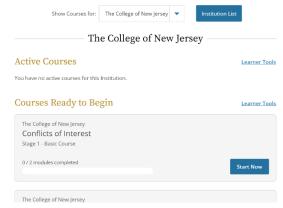- Complete the Learner Registration steps by entering your information.

TO ACCESS COURSES AND WEBINARS

After you have successfully registered for the CITI platform and login, go to "My Courses" link at the top of the screen.

- Under "Institutional Courses" click the button that says "View Courses."

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**. If you are no longer associated with a listed institution, you may want to **remove an affiliation**.

The College of New Jersey	**View Courses**
Would you like to affiliate with another Institution?	**Add Affiliation**
Would you like to remove an existing affiliation?	**Remove Affiliation**

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

- From here, you will see a list of active courses and courses ready to begin based on the default list for TCNJ.

Show Courses for: The College of New Jersey ▼   **Institution List**

The College of New Jersey

Active Courses   Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin   Learner Tools

The College of New Jersey
Conflicts of Interest
Stage 1 - Basic Course

0 / 2 modules completed   **Start Now**

The College of New Jersey

- In order to add a course for your required training, you must scroll all the way to the bottom of this page to where it says "Learner Tools for The College of New Jersey."

Learner Tools for The College of New Jersey

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

- Click on "Add a Course"
From here you will see the learner modules available. Choose the curriculum that you would like to add, you can only choose one at a time. Question 10 is a mandatory COVID adherence question, choose "yes" to this question.

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

○ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

○ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

● **Research with data or laboratory specimens- ONLY: No direct contact with human subjects.**

○ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

○ Revised Common Rule

○ Public Health Research

○ Not at this time.

- If you would like to access the All-Webinar Package to choose a webinar to view, scroll down to Question 8 and choose as many webinars as you wish. Or if you'd like to view the Essentials of Grant Proposal Development course, choose Question 9.

Question 8

Webinars

Please choose the Webinars you would like to review:

☐ Ethics & Policy Issues in CRISPR Gene Editing New Content

☐ The Challenge of Medicare Advantage Plans and Local Coverage Determinations

☐ CRA Soft Skills, Time Management, and Effective Site Relationships

☐ GDPR & Human Subject Research in the U.S.

☐ FERPA: A Quick Review of the Law for Researchers and IRBs

☐ FDA Inspections of GMP Facilities: How to Be Inspection Ready

☐ Preparing for Single IRB (sIRB) under the Common Rule

☐ Building a ClinicalTrials.gov Compliance Program – Tips for Investigators and Institutions

Once you have made your choice, your course will show up in your list "Courses Ready to Begin." If you start a course and leave in the middle, this course will remain under your list of "Active Courses."

If you have any trouble, please contact Cathy Alrabie in TCNJ's Office of Grants and Sponsored Research at vireccic@tcnj.edu or the CITI Research help desk, which is always available, 9AM-7PM EST Monday thru Friday at 1-888-529-5929, to assist you.