

The University of Denver requires all individuals to complete mandatory training who are investigators involved in a project receiving federal funding, conducting research involving human subjects and/or animals or involves research requiring an export license. The CITI program was selected to provide the necessary training to fulfill the training requirements and has been customized specifically for the DU research community.

The following steps are provided to help you register in CITI (create an account through establishing a username and password), select the correct course required by DU, and to navigate through the program.

**Step 1:** Go to: [www.citiprogram.org](http://www.citiprogram.org) to begin the CITI training registration process.



Over 8.3 million CITI Program courses have been completed since 2000

Username

Password

[Forgot Username or Password?](#)

Log in through my institution

Create an account

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

**Step 2:** Select Your Organization Affiliation, enter **University of Denver**.

CITI - Learner Registration

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

You must make a selection below.

**Select Your Organization Affiliation**

Search for organization: Enter full or partial name

**University of Denver** Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

**Step 3:** Complete sections 3, 4, 5 & 6 as instructed. Step 7 is where you will select a course(s) by answering questions. The DU curriculum consists of the following training modules that are categorized into seven questions or Learner Groups appropriate to your interests or pertains to your type of research.

- Human Subjects Research
- Responsible Conduct of Research
- Conflict of Interest
- Laboratory Animal Welfare
- Biosafety
- Export Compliance
- Health Information Privacy and Security



**Step 4:** Once registration is completed, Select the ‘**University of Denver Courses**’ and answer the questions to select the appropriate training module(s). If you are involved in Human Subjects Research, answer Question 1 and complete the appropriate training modules.

Select Curriculum - University of Denver

\* indicates a required field.

[View instructions page](#)

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**Question 1**

**Human Subjects Research**

As required by the federal regulations, Human Subjects Protection (HSP) training must be completed before IRB approval will be granted. DU requires that this HSP training be completed and renewed within a four year period to be valid. Please choose the appropriate learner group(s) below based on your role and the type of human subjects activities you will conduct. You will be directed to the required modules as well as supplemental modules. The supplemental modules are provided for general interest only. Although it is recommended to complete these additional modules, you will not receive credit for completing them.

Choose all that apply

- Social Behavioral Educational Research Investigators
- Biomedical Research Investigators
- IRB Members
- Not at this time or I do not conduct Human Subjects Research

**PLEASE NOTE:** If you receive NIH or NSF funding, Responsible Conduct of Research (RCR) training is required.

**NIH** requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award, research education grant, or dissertation research grant must receive instruction in responsible conduct of research.

**NSF** requires that all undergraduate students, graduate students, and postdoctoral researchers who participate in proposals for science and engineering research or education must obtain appropriate RCR training.

Question 2

### Responsible Conduct of Research

If you have been asked or are required to complete the Responsible Conduct of Research (RCR) training please make a selection below based on your role and the type of activities you will conduct.

Choose all that apply

- Social, Behavioral, Educational, and Humanities Responsible Conduct of Research Course
- Biomedical Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- RCR for Engineers
- Not at this time

Continue to answer all seven questions and then click **'Submit'**. The selected courses will be posted in your Main Menu for completion.

**Step 5:** Complete **the Integrity Assurance Statement**. Click on a course title and it will automatically list the modules required for completing that course.

**Investigators, Staff and Students - Basic Course**

To pass this course you must:

- Complete all 22 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score

## 0%

Elective Modules		
	Date Completed	Score
Introduction to Working with the IACUC (ID: 1807)	Incomplete	0/0 (0%)
Working with the IACUC (ID: 1808)	Incomplete	0/0 (0%)
Federal Mandates (ID: 1809)	Incomplete	0/0 (0%)
The Veterinary Consultation (ID: 1810)	Incomplete	0/0 (0%)
Getting Started (ID: 1811)	Incomplete	0/0 (0%)
Alternatives (ID: 1812)	Incomplete	0/0 (0%)

**Step 6:** When you have successfully completed all of the modules for your course, go to 'My Reports' to access your course completion data for the University of Denver and any other affiliations.



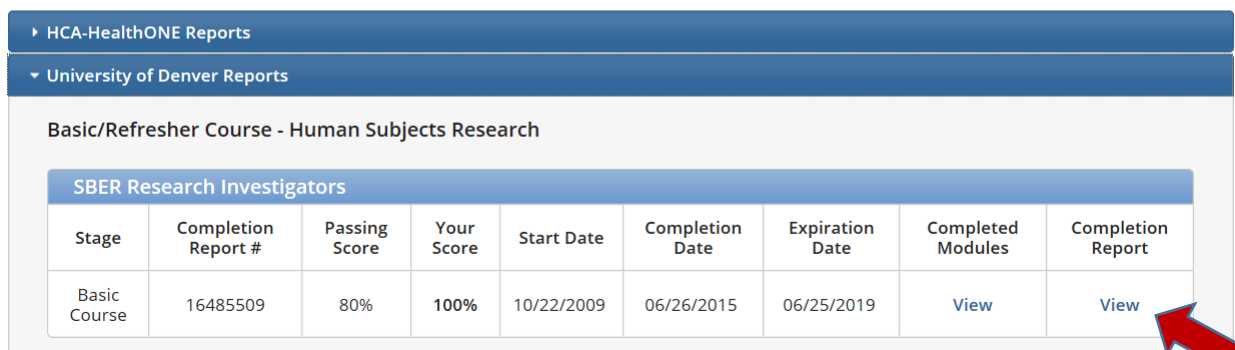
**CITI PROGRAM** | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu > Previously Completed Coursework

**NOTE:** The My Reports section now provides access to course completion data for both your current active affiliations and for past affiliations that are no longer active.



▸ HCA-HealthONE Reports

▾ University of Denver Reports

Basic/Refresher Course - Human Subjects Research

SBER Research Investigators								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Course	16485509	80%	100%	10/22/2009	06/26/2015	06/25/2019	<a href="#">View</a>	<a href="#">View</a>

**Step 7:** View your Completion Report and save it on your hard drive in order to upload it into your IRBNet User Profile. For step-by-step instructions on uploading your certificate into IRBNet, please refer to the DU Research Compliance website or portfolio site.

The University of Denver recognizes valid CITI training for four (4) years from the completion date. Prior to expiration, it is recommended that researchers log into their CITI account and complete one of the Refresher training courses.