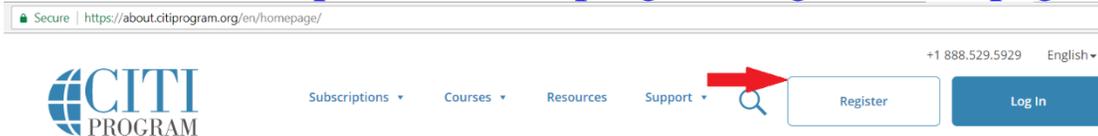


CITI Training/Certificate Instructions

The training generally takes several hours but can be done at different times. This document provides instructions for the CITI instructions for the DREAM Team. Please do not complete steps 15-16 unless you are joining Dr. Badiee's DREAM Team.

1. Click on <https://about.citiprogram.org/en/homepage/>



Introducing the Fundamentals of Biostatistics Course

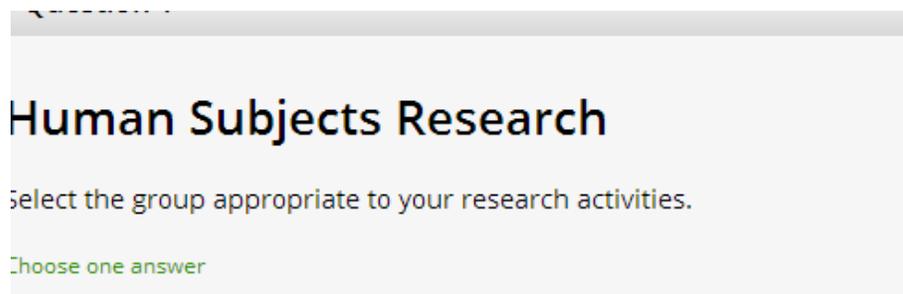
An efficient, low cost way to learn about or brush up on biostatistics.

[View course](#)



2. Type in California State University, San Bernardino and click on it when it comes up. Click I agree and Continue to Step 2.

3. Answer the questions about your personal information and complete the steps.
4. Create Username and Password.
5. Click “No” for the CEU credit option.
6. After creating the account, check the box for human subject research.
7. Select Group 2: Social Behavioral Research Investigators and Key Personnel.



Human Subjects Research

Select the group appropriate to your research activities.

Choose one answer

- Group 1: Biomedical Research Investigators and Key Personnel
- Group 2: Social Behavioral Research Investigators and Key Personnel
- Institutional/Signatory Official
- IRB Reference Resource: All CITI modules are available for ongoing u

8. Click on the Social and Behavioral Responsible Conduct of Research Course box.

Question 2

Responsible Conduct of Research

Please make your selection below to receive one of the courses in the

Choose all that apply

- Biomedical Responsible Conduct of Research
-  Social and Behavioral Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Humanities Responsible Conduct of Research
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators

9. Scroll Down (Skip all other questions) AND click on SUBMIT
 - a. The system will direct you to another screen and a green message will show that you have successfully submitted the request.
 - b. You will also see the two courses that you will be taking, with the status: “Not Started”

The screenshot displays the CITI PROGRAM interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is located in the top right corner. Below the header is a navigation menu with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". A green checkmark icon is followed by the message "Your request has been successfully submitted." Below this, a dropdown menu is open for "California State University, San Bernardino Courses". A table lists two courses, both with a status of "Not Started" and a completion report of "Not Earned". A red oval highlights the table. Below the table, there is a section for "My Learner Tools for California State University, San Bernardino" with a link to "Add a Course or Update Learner Groups".

Course	Status	Completion Report
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned
Social Behavioral Research Investigators and Key Personnel	Not Started	Not Earned

10. Click on “Social and Behavioral Responsible Conduct of Research.”

11. Click on “Complete The Integrity Assurance Statement before beginning the course.”

To pass this course you must:

- Complete all 12 elective modules
- Achieve an average score of 100% on all quizzes for the above

You have unfinished modules remaining

Your Current Score
0%

 [Complete The Integrity Assurance Statement before beginning the course](#)

Elective Modules		
	Date Completed	Score
Responsible Conduct of Research (RCR) Course Introduction (ID: 1522)	Incomplete	0/0 (0%)
Research Misconduct (RCR-SBE) (ID: 1495)	Incomplete	0/0 (0%)
Data Management (RCR-SBE) (ID: 1523)	Incomplete	0/0 (0%)
Authorship (RCR-SBE) (ID: 1518)	Incomplete	0/0 (0%)
Peer Review (RCR-SBE) (ID: 1521)	Incomplete	0/0 (0%)
Reporting (RCR-Interdisciplinary) (ID: 1250)	Incomplete	0/0 (0%)

12. Read the statements and click “I agree.” This will take you back to the above screen and you should see the sections highlighted in blue.
13. Click on each section until all are shown complete. You can do this at your own pace and can log back in later to finish. To do this, click on My Reports tab and complete the modules.
14. If you have any other questions you can visit this link for a how to guide:
<http://citiprogram.desk.com/customer/portal/articles/235747-how-to-demo-the-citi-program-courses>
15. When you are done, send the completion certificates as pdf files to Dr. Badiee at mbadiee@csusb.edu along with your application, which can be found on http://psychology.csusb.edu/facultyStaff/manijeh_badiee.htm. The subject of the email should be DREAM Team Application.
16. If you do not receive an email confirmation within 3 days, please send again.