

## **SDS 290**

### **HW 1b: CITI Training**

The Collaborative Institutional Training Initiative (CITI) seeks to provide training in responsible conduct in research (RCR). They address issues of ethics in conducting responsible research with human and animal subjects using web-based training. For this week's homework you will complete the online course and turn in the certificate of completion once you finish the curriculum. If you already have the course completed from another class, just submit your certificate on Moodle.

Below are instructions for completing the CITI course:

1. The CITI course can be accessed **via the internet** from any computer by going to: <http://www.citiprogram.org>. To create an account, click REGISTER. (DO NOT CHOOSE "log in through my institution" at the top).
2. Enter **Smith College** in the organization affiliation box. After you select Smith College and click the check boxes, follow the prompts to create your account. Enter the required registration information and use your **Smith email address** as your primary email.
3. Creating a username and fill in the requested information.
4. Say "no" to continuing education, and "no" to survey (unless you want to do it...)
5. Indicate you are a "**Student Researcher – Undergraduate**"
6. If the "CITI Course Enrollment Procedure" page appears, skip to step 7 below. If the page does not appear automatically, go to "Courses" - "Learner Tools for Smith College" and select "Add a Course."
7. After you have finalized your registration, review the "CITI Course Enrollment Procedure" page, and answer the "CITI Course Enrollment Questions." NOTE: Choose the option for "All Researchers" for Q1, click nothing for Q2, "not at this time" for Q3, and "no" for Q4.
8. Complete the required IRB Researchers - Basic Course that is listed on your CITI home page.
  - a. Complete all 7 required modules (readings and quizzes with 3-5 multiple choice questions).
  - b. Achieve an average score of at least 75% on all quizzes. You can repeat the quizzes for each module if necessary.
  - c. The time commitment varies widely depending on your familiarity with these topics, but it typically takes 2-3 hours to complete.
  - d. You can save your progress and complete the training over several days if necessary.
9. When you have completed the 7 required modules, click "View Completion Report," save as a pdf, and upload the certificate of completion to Moodle for HW#1a by 1/07 at 11:55pm.