**INT601 Instructions for Completing**

**Human Subjects Research and Conflict of Interest Training**

**and Submitting Completion Report to Instructor for Credit**

1. **Establish a Collaborative Institutional Training Initiative (CITI) CITI Account**
	1. Go to [www.citiprogram.org](http://www.citiprogram.org/) and click on the ‘Register’ button located in the upper right hand corner of the homepage.
	2. In **Step 1** search for ‘University of Maine System’ in the section titled ‘Select your Organizational Affiliation’ and agree to the CITI Terms of Service.
		* 1. Proceed through **Steps 2-6** to create a username, password and personal profile. NOTE: When asked which course you plan to take, please choose “Other.”
2. **Enroll in CITI Courses**
	1. **New Users** (if by chance you already have a CITI account, follow instructions at the end for **returning users\*** – do not create a new account if you have one already!).
		1. **Step 7** of the registration process asks you to select a desired curriculum. The **two courses you are required** to take for INT601 are: human subjects research and conflicts of interest.
			* **Question 1 –** Human Subjects Research – **choose EITHER OF THE FIRST TWO** – Biomedical Research Investigators **OR** Social & Behavioral Research Investigators.
			* **Question 5 –** Conflicts of Interest: Check the 2nd box ‘Conflicts of Interest (All OTHER University of Maine System Campuses)’.



* + 1. When done, click ‘Complete Registration’, then on the next screen select ‘Finalize Registration’ to complete your registration and enrollment.
		2. Click on the course name to begin. Note:

a) For Conflict of Interest, you must complete the three modules that are required (and they are listed under a heading “required modules.”

b) For Human Subjects, you must complete the six required modules PLUS one elective module.

* + 1. For each course, you will need to click on the ‘Complete the Integrity Assurance Statement’ link. Once you have agreed, you will be directed back to the course ‘Modules List’.

**III. Download Completion Report to Submit for Credit:**

A. Click on Main Menu/My Courses. Your courses are listed with status. **It will state “Passed” with a date. If it doesn’t, you either haven’t finished (will state “Incomplete,” or you failed (will state “Not Passed”). (See image below.)** Click on the “view-print-share” for the course you completed/passed. There is a link to the completion report – you can copy the link into an email or download the report and email. Send link or downloaded report to:

Instructor email:

****

**\*Returning Users – Follow if you already have a CITI account**

* + 1. After logging in to CITI, you will land on the ‘Main Menu’ page. Click on ‘University of Maine System Courses’ to expand the menu.

* + 1. Under ‘My Learner Tools for University of Maine System,’ choose, ‘Add a Course.’ Follow the instructions for New Users above (II.A.) to enroll in and complete courses.

