

**University of Maine**  
**Office of Research Compliance**  
**Instructions for Responsible Conduct of Research Training**

The Office of Research Compliance (ORC) delivers Responsible Conduct of Research (RCR) training for some university members (i.e. faculty and staff, and students who have approval to complete 'alternate training') through the University of Maine System (UMS) subscription service to the Collaborative Institutional Training Initiative (CITI). These instructions guide you through the institution-specific CITI registration and enrollment processes; more information about Responsible & Ethical Conduct of Research and the training requirement and can be found at: <https://umaine.edu/research-compliance/responsible-conduct-research/rcr-training-requirements/>.

## **I. Establish a CITI Account**

- A.** 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.
- B.** 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."

## **II. Enroll in CITI Courses**

### **A. New Users**

- (1) Step 7** of the registration process asks you to select a desired curriculum, and while the set of instructions you are now following apply to RCR registration only, you may subscribe to as many courses as you wish from among those offered.
  - **Question 4 – Responsible Conduct of Research.** Select the 'General' RCR Course.
- (2)** When done, click 'Complete Registration', then on the next screen select 'Finalize Registration' to complete your registration and enrollment.
- (3)** Click on the course name to begin.
- (4)** Click on the 'Complete the Integrity Assurance Statement' link. Once you have agreed, you will be directed back to the course 'Modules List'. To start a lesson, follow the link to the first 'Required' module.

### **B. Returning Users**

- (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.

CITI PROGRAM | Collaborative Institutional Training Initiative

Search Knowledge Base

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

Main Menu

- ▶ University of Maine System Courses
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

- (2) 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.

My Learner Tools for University of Maine System

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

### Access CITI User Records and Reports

- A. Users can access training records and Completion Reports on their Main Menu page as well as through the 'My Reports' Link on the menu bar at the top of the CITI page.
- B. CITI will automatically alert ORC when you complete training, however there is a slight delay. If you require immediate assistance, please email us at [sponsored@maine.edu](mailto:sponsored@maine.edu).