

CITI Training Instructions

Office of Research Compliance (ORC), University of Maine

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The Office of Research Compliance (ORC) delivers a variety of research 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.

Further information about research compliance at the University of Maine and training requirements

can be found on the [ORC website](#).

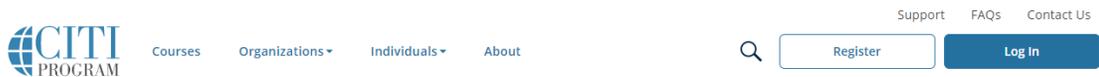
IMPORTANT NOTE: You are only required to complete the training(s) for your specific area(s) of research compliance.

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I. Establish a CITI Account

- a. Please note: if you have previously set up a CITI account, please do NOT create another one. See [Section II. Log into CITI as an Existing User](#) of this document for guidance.
 - i. NOTE: if you already had an account set up with CITI from another institution, you can affiliate that existing account with UMaine without needing to create a new account.
See [instructions from CITI on how to add/change your affiliated institution.](#)
- b. Go to [CITI Program \(https://about.citiprogram.org/\)](https://about.citiprogram.org/) and click on the white “Register” button located in the upper right corner of the homepage.



- c. Search for ‘University of Maine System’ in the section titled ‘Select your Organizational Affiliation’ and click on it.
 - i. Click the check boxes to agree to the CITI Terms of Service and Privacy Policy, and to agree that you are an affiliate of the University of Maine System.
 - ii. Click the “Continue to SSO Login/Instructions”
 - iii. Note: No action is needed in the bottom section titled “Independent Learner Registration.”

The image is a screenshot of the 'CITI - Learner Registration' form. At the top, it says 'CITI - Learner Registration' and shows a progress bar with steps 1 through 7, where step 1 is highlighted. The main section is titled 'Select Your Organization Affiliation'. It contains the following text: 'This option is for persons affiliated with a CITI Program subscriber organization. To find your organization, enter its name in the box below, then pick from the list of choices provided.' Below this is a search box containing 'University of Maine System'. Underneath the search box, it says 'University of Maine System allows the use of a CITI Program username/password or Single Sign On (SSO) for access. Single Sign On (SSO) requires a username and password issued by University of Maine System.' There are two checked checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of Maine System.' At the bottom, there are two buttons: 'Continue To Create Your CITI Program Username/Password' and 'Continue To SSO Login / Instructions', separated by the word 'or'.

- d. Under “Associate your SSO account with a CITI Program account” click “I don’t have a CITI Program account and I need to create one.”
 - i. Click the button that appears below labeled “Create A New CITI Program Account.”

Associate your SSO account with a CITI Program account

Please choose an option:

I already have a CITI Program account.

I don't have a CITI Program account and I need to create one.

Create a new CITI Program account

By clicking the button below, you will create a new CITI Program account.

Create A New CITI Program Account

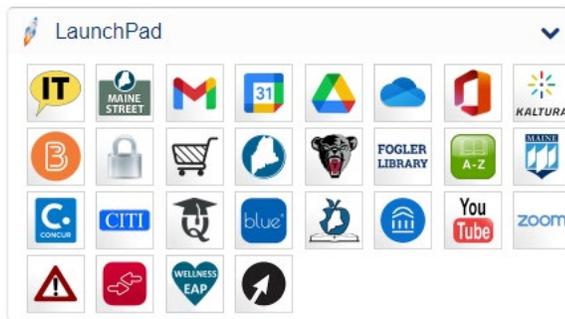
- ii. This will automatically create an account for you using your UMaine SSO (Single Sign-On), the same login information used to log into the UMaine Portal, etc. You should also receive a confirmation email via your maine.edu email address with this information.

II. Log into CITI as an Existing User

To log into CITI once you have established your CITI account, you can use either the UMaine Portal or log in via CITI directly.

a. Log in via UMaine Portal

- i. Go to the [UMaine Portal \(https://mycampus.maine.edu/group/um/home\)](https://mycampus.maine.edu/group/um/home) and log in using your UMaine credentials.
- ii. Under LaunchPad, select the icon for CITI (blue rectangle with “CITI” in white letters). You will automatically be logged into CITI.



b. Log in via CITI

- i. Go to [CITI Program \(https://about.citiprogram.org/\)](https://about.citiprogram.org/) and click the blue “Log In” button located in the upper right corner of the homepage.



- ii. On the login page, click the center option labeled “Log In Through My Organization.”
- iii. On the list of organizations that appears, click on “University of Maine System” and you will be logged in using your UMaine SSO.

III. Link ORCID (if applicable)

This section is **optional**. If you do not have an ORCID, please disregard this section.

Some researchers may have an [ORCID](#). According to CITI, an ORCID is:

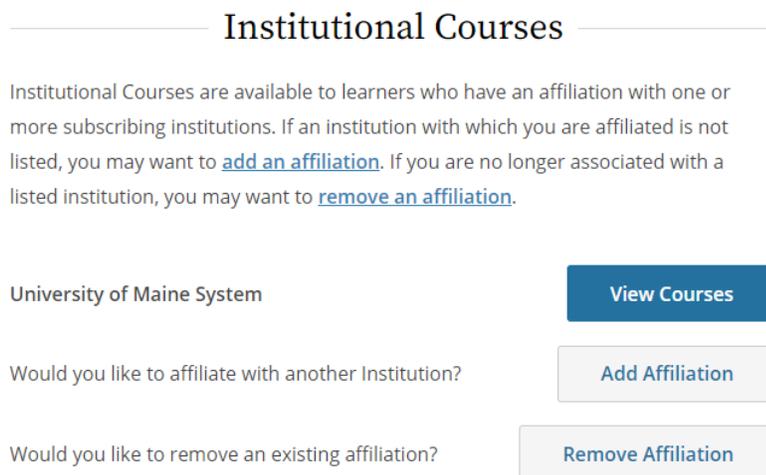
“A permanent numeric identifier that individuals own and control, which provides a way to distinguish themselves uniquely from other researchers and scholars. ORCID iDs are often used in systems and platforms from grant applications to manuscript submissions, and are increasingly required by funders, publishers, data repositories, and other research workflows.”

Your ORCID ID can be directly linked to your CITI account. See [Connecting your ORCID iD with CITI Program](#) for instructions.

IV. Enroll in CITI Courses

a. New Users

- i. After you enroll, you will be brought to your “My Courses” page. Under “Institutional Courses,” click the button next to University of Maine System labeled “View Courses.”



- ii. You will be brought to the “Select Curriculum” page. Select any desired course(s) from the list. **See [Section V. Required Trainings](#) of this document for details on which specific trainings are required for each area of research.**
- iii. Once you have made your selection(s), hit the “Submit” button at the bottom of the page (Note: you are able to sign up for additional courses later, after you have made this initial selection – see [Section IV.b. Returning Users](#) of this document for instructions).

b. Returning Users

- i. After logging into CITI as a returning user, you will be brought to the “My Courses” page. Click on the “View Courses” button next to the University of Maine System (as shown above under New Users).
- ii. On this page, you will see a list of all courses you are currently enrolled in and have previously completed.

- iii. To enroll in another course, scroll to the very bottom of the page to the section labeled “Learner Tools for University of Maine System.” Click the link for “Add a Course.”
- iv. You will be brought to the “Select Curriculum” page. Select any desired course(s) from the list. See [Section V. Required Trainings](#) of this document for details on which specific trainings are required for each area of research compliance.

V. Required Trainings

PLEASE NOTE: You are only required to take the trainings for your specific area(s) of research compliance.

If you are unsure of which trainings may be required for your research, please explore the resources available on the [ORC website](#) and reach out to the ORC for additional guidance as needed.

Once you know which trainings are required for your research, find the relevant compliance area below and follow the instructions to sign up. See [Section IV. Enroll in CITI Courses](#) of this document for instructions on how to enroll as a new or existing CITI users.

a. Animal Care

- i. Visit [Animal Care on the ORC website](#) for guidance on when and for whom this training is required.
- ii. To enroll, on Question 6, select the required course “Working with the IACUC” (as shown below). In addition to the required “Working with the IACUC” course, we strongly recommend you take modules from these sections that apply to your research.

Question 6

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate electives and species specific modules.
2. If you are an IACUC Member you should complete the “Essentials for IACUC Members”.
3. Choose the appropriate species specific electives according to your research interests.

- “Working with the IACUC Course” is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the “Essentials for IACUC Members” course now.
- Post-Approval Monitoring (PAM)
Species Specific Modules
- I work with Mice. Family: Muridae Cricetidae

List continues – see the CITI enrollment page for the full list of available modules.

b. Biosafety

- i. Visit [Biosafety on the ORC website](#) for guidance on when and for whom this training is required.
- ii. To enroll, on Question 7, select the following 4 courses:
 1. Introduction to Biosafety
 2. Basic Biosafety Training (Note: after enrollment, on My Courses page, the title will appear as “Training for Investigators, Staff and Students Handling Biohazards.”)
 3. Select Agents, Biosecurity and Bioterrorism
 4. NIH Recombinant DNA (rDNA Guidelines)

Question 7

Biosafety/Biosecurity

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training
- USDA Permits
- Dual Use Research of Concern (DURC)
- Hazard Communication

c. Conflict of Interest

- i. Visit [Conflict of Interest on the ORC website](#) for guidance on when and for whom this training is required.
- ii. To enroll, on Question 5, select “Conflicts of Interest (All OTHER University of Maine System Campuses).”

Question 5

Conflicts of Interest

Check the box for the applicable UMS Campus:

- Conflicts of Interest (University of Southern Maine Campus ONLY)
- Conflicts of Interest (All OTHER University of Maine System Campuses)

d. Export Control

- i. Visit [Export Control on the ORC website](#) for guidance on when and for whom this training is required.
- ii. To enroll, on Question 8, select “CITI Export Controls.” (Note: after enrollment, on My Courses page, the title will appear as “CITI Export Controls Course.”)

Question 8

CITI US Export Control Regulations

Please make your selection below to receive the CITI US Export Control Regulations course.

- CITI Export Controls
 Not at this time.

e. Human Subjects

- i. Visit [Human Subjects on the ORC website](#) for guidance on when and for whom this training is required.
- ii. On Question 1, select one learner group based on your role and the research you will be conducting. You will be able to go back and add another learner group later, if needed.
 1. The most common selection is “Social & Behavioral Research Investigators,” shown below. (Note: after enrollment, on My Courses page, the title will appear as “Social & Behavioral Research - Basic/Refresher.”)
 2. The Biomedical Research Investigators course can be selected for researchers that are conducting mostly biomedical research.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.**
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- Social Behavioral (Español)

f. Responsible Conduct of Research

- i. Visit [Responsible Conduct of Research on the ORC website](#) for guidance on when and for whom this training is required. (Note: Not all RCR training requirements are able to be fulfilled by the RCR course on CITI.)
- ii. On Question 4, select “General Responsible Conduct of Research Course.” (Note: after enrollment, on My Courses page, the title will appear as “General RCR.”)

Question 4

Responsible Conduct of Research (RCR)

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

- General Responsible Conduct of Research Course

As a reminder, please note that you are only required to take the trainings for your specific area(s) of research compliance. If you are unsure of which trainings may be required for your research, please explore the resources available on the [ORC website](#) and reach out to the ORC for additional guidance as needed.

VI. Access CITI Records and Reports

- a. Users can access training records and Completion Reports through the “My Records” link in 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. ORC is also able to view in CITI when your training is complete. Please do not need to send copies of completion reports to ORC.
 - i. If you require immediate assistance (i.e., you've just completed Financial Conflicts of Interest training and need access to PARS), please contact sponsored@maine.edu.
 - ii. For all other CITI training inquiries, please contact umric@maine.edu.