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/) 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. Select the appropriate option:

      1. If you have a University of Maine System email address/account (@maine.edu), click “Log in with University of Maine System.”
         a. Sign in to your UMaine account as you typically would to create a CITI account.

      2. If you do NOT have a University of Maine System email address/account (@maine.edu), select “Create a CITI Program account.”
         a. Complete the information on the following pages to create your account.
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) 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.

![LaunchPad](image)

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

![CITI Program](image)

   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.

   ![Question 6](image)

   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)
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).”

d. Export Control
   i. Visit Export Control on the ORC website for guidance on when and for whom this training is required.
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.
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](image)

   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.