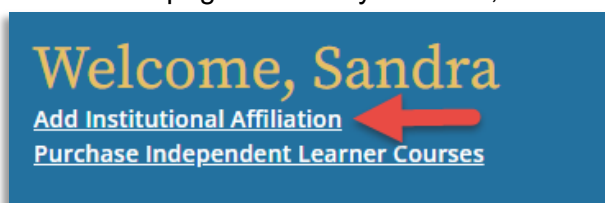


TIP SHEET: CITI (Collaborative Institutional Training Initiative) Training for Clinical Research Foundations

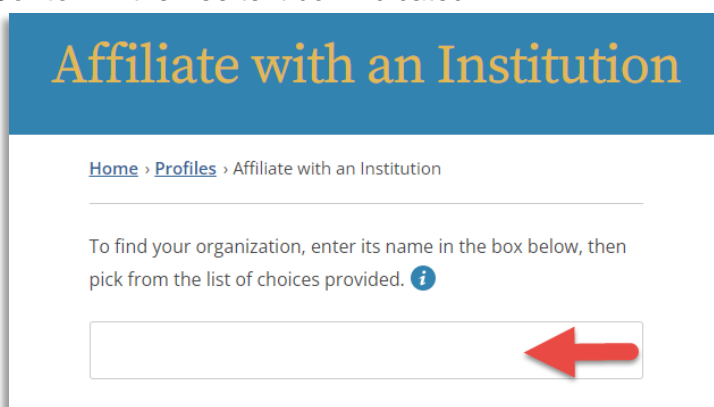
1. The following are instructions for logging in to start your clinical research foundations training. If you are a new employee to UTSW, you must first log in to the CITI website (<https://about.citiprogram.org/>) and create your profile. If you are already affiliated with UTSW, then skip to Step 4.

- *TIP: Make sure that the primary email address associated with your profile is the exact same email address listed with the eIRB. This will allow the systems to “speak” to each other so that eIRB reflects all your current training in CITI.*

2. Once you set up your CITI account, you must be affiliated with UT Southwestern. On your private home page under “My Courses,” click on the link to “Add Institutional Affiliation”:



3. In the new page that appears, type in “**University of Texas Southwestern Medical Center**” in the free text box indicated:



4. Once you have affiliated with UTSW, the CITI website will lead you through a series of Enrollment Questions to assign the appropriate courses to your profile.

All new employees that will be engaged in research must complete the HIPAA (Health Insurance Portability and Accountability) and HSP (Human Subjects Protections) modules on CITI’s website. If you will be working on any studies that qualify as a [clinical trial per NIH \(National Institutes of Health\) standards](#), then you must also take Good Clinical Practice (GCP) training. Further details about CITI training requirements for clinical research can be found on the [UT Southwestern HRPP website](#). Enroll in those courses through the Enrollment Questions. If you have already taken these courses, skip to Step 5.

5. To enroll into the Clinical Research Foundations course, you will need to Select **“Yes”** to Question #4, “Will you be performing any research-related duties as part of your job (e.g., Clinical Research Assistant, Clinical Research Coordinator, etc.)?” as follows:

Question 4

Clinical Research Foundations Training

Will you be performing any research-related duties as a part of your job (e.g., Clinical Research Assistant, Clinical Research Coordinator, etc.)?


Yes, I would like to complete the Clinical Research Foundations course

Not at this time.

6. The Clinical Research Foundations course will now be assigned to you on the CITI website. To access this course, go to your “My Courses” home page and select “View Courses” for UTSW as follows:

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Texas Health Research & Education Institute	View Courses
University of Texas Southwestern Medical Center	View Courses 
Would you like to affiliate with another Institution?	Add Affiliation
Would you like to remove an existing affiliation?	Remove Affiliation

7. The Clinical Research Foundations course will now appear in your Courses Ready to Begin queue as follows:

Courses Ready to Begin [Learner Tools](#)

University of Texas Southwestern Medical Center
Clinical Research Foundations
Stage 1 - Basic Course

0 / 20 modules completed

Start Now

8. The CITI program will require you to attest to the following Assurance Statement for the Clinical Research Foundations course. Confirm your acceptance:

Assurance Statement
Clinical Research Foundations - Basic Course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel Submit

You are all done! You can begin the modules within Clinical Research Foundations, which will appear as follows:

Required Modules		
Complete all 20 required modules.		
Modules	Completed	Score
Leadership Welcome and Major Departments (ID 21058)	Incomplete	- <input type="button" value="Start"/>
Scientific Principles of Clinical Research (ID 21056)	Incomplete	- <input type="button" value="Start"/>

Do you need additional assistance?

Information regarding the HIPAA and HSP mandatory training for all research staff can be found here: [Training and Resources: Human Research Protection Program \(HRPP\) - UT Southwestern, Dallas, TX.](#)

For tips on completing your assigned modules within CITI and/or additional information regarding navigating the CITI website, please refer to their tip sheet: [CITI Instructions \(citiprogram.org\)](#).

For any other questions, please visit the [Clinical Research Foundations training website](#) or contact the Office of Clinical Research via email at: OCR@utsouthwestern.edu.