

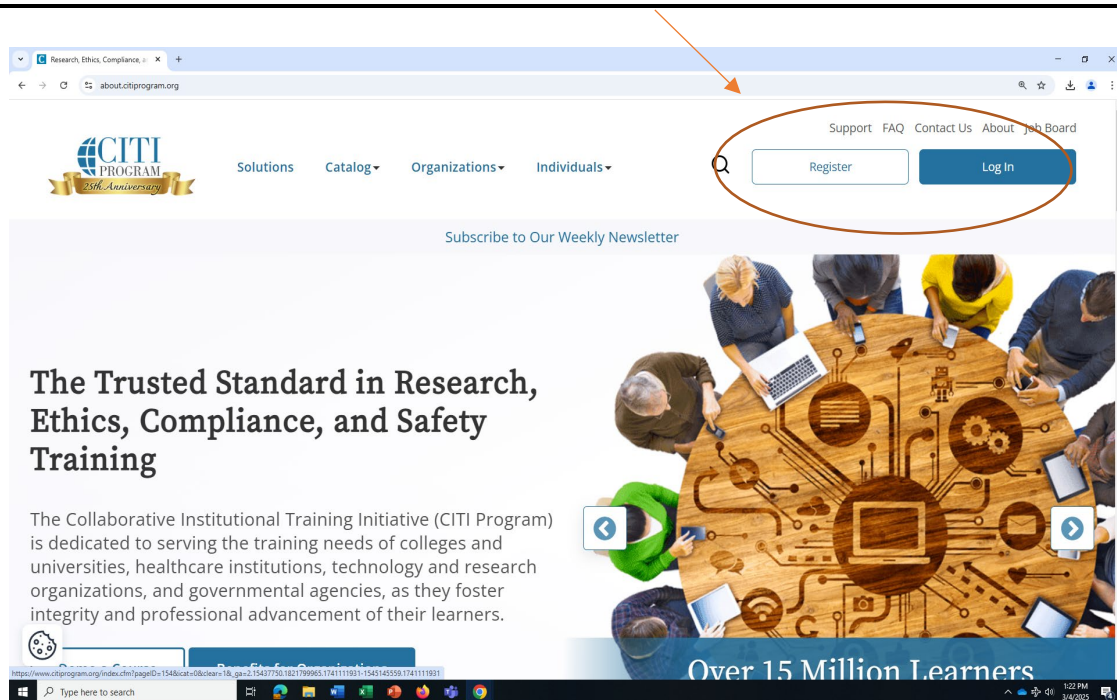
# Monmouth University Human Research Protections Program Institutional Review Board

E-mail: [irb@monmouth.edu](mailto:irb@monmouth.edu)

## Steps to Register for CITI Program Training

**Step 1:** Go to [www.citiprogram.org](http://www.citiprogram.org)

**Step 2:** Select the “Register” tab.



**Step 3:** Select your organization affiliation – “Monmouth University, West Long Branch”.

LOG IN    LOG IN THROUGH MY ORGANIZATION    REGISTER

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

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.

Monmouth University

Monmouth University, West Long Branch

Return to Options

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## Step 4: Check box to “Agree to Terms of Service and Privacy Policy”

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

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. 

Monmouth University, West Long Branch

Monmouth University, West Long Branch only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Monmouth University, West Long Branch.

[Return to Options](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

## Step 5: Check box to affirm “You are an Affiliate of Monmouth University, West Long Branch”

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)


[REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

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I affirm that I am an affiliate of Monmouth University, West Long Branch.

[Create a CITI Program account](#)

[Return to Options](#)

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## Step 6: Click "Create a CITI Program Account"

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)


[REGISTER](#)

### CITI - Learner Registration

Steps: **1** 2 3 4

#### Select Your Organization Affiliation

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To find your organization, enter its name in the box below, then pick from the list of choices provided. 

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Monmouth University, West Long Branch only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of Monmouth University, West Long Branch.

Create a CITI Program account

[Return to Options](#)

## Step 7: Enter your personal information

### CITI - Learner Registration - Monmouth University, West Long Branch

Steps: 1 **2** 3 4

#### Personal Information

\* indicates a required field.

\* First Name

\* Last Name

\* Email Address

\* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

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## **Step 8: Continue to Create a username and password.**

***Note: Please be sure to write the password down and keep it in a safe place.***

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CITI - Learner Registration - Monmouth University, West Long Branch

Steps: 1 2 **3** 4

### Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 12 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd"

\* Password

\* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

\* Security Question

\* Security Answer

[Continue To Step 4](#)

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**Step 9: Continue to enter country of residence and select an answer if you would like CITI to contact you about other courses and services after completing your coursework.**


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CITI - Learner Registration - Monmouth University, West Long Branch

Steps: [1](#) [2](#) [3](#) **4**

\* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

 [Connect your ORCID iD](#)

\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

Yes

No

[Continue Registration](#)

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**Step 10: For licensed professionals only, please select whether you would like to receive continuing education credits for the completed training.**

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## Your CE Credit Status

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.

[Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

No  Yes

Submit

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**Step 11: Enter your Monmouth.edu email address.**

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**Institutional email address \***

*We recommend providing an email address issued by Monmouth University, West Long Branch or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Monmouth University, West Long Branch officials identify your learning records in reports.*

Enter a valid Institutional Email Address.

**Verify Institutional email address \***

Re-enter Institutional Email Address.

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**Step 12: Enter your role in research (Principal Investigator, Co-Investigator, Research Assistant etc.)**

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Role? \*

...

...

Clinical Researcher

Co-Investigator

Compliance Officer

Data manager

IACUC Administrator

IACUC Chair

IACUC Member

Institutional Official

Interviewer

IRB administrator

IRB Chair

IRB Member

Lab. Research Staff

Pharmacist

Principal Investigator

Recruiter

Research Administrator

Research Assistant

Research Fellow - Post Graduate

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## **Step 13: Answer the questions:**

### **Question 1- Human Subjects Research –**

**If you are a Principal Investigator, Co-Investigator or research assistant please select “Social & Behavioral Research Investigator”—REQUIRED**

**If you are an IRB Member, please select “IRB Members”—REQUIRED**

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## 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.**
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

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**Question 2 - Institutional Official and Chair - Do not select. Skip to Question 3.**

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Question 2

Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

- Institutional/Signatory Officials  
 IRB Chair

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**Question 3 - Good Clinical Practice (GCP)-Social and Behavioral Best Practices for Clinical Research –Please select “YES” ONLY if relevant to your research, or required for coursework**

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Question 3

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)  
 GCP for Clinical Investigations of Devices  
 GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)  
 GCP – Social and Behavioral Research Best Practices for Clinical Research  
 Not at this time.

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**Question 4 - Information Privacy Security - Information Privacy & Security (IPS) covers the principles of data protection, focusing on basic information security requirements and the educational records and data-related requirements of the Family Educational Rights and Privacy Act (FERPA).**

**Select “YES” ONLY if relevant to your research or required for coursework.**

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————— Question 4 —————

**Information Privacy Security**

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

- IPS for Clinicians
- IPS for Researchers
- IPS for Students and Instructors
- IPS for Fundraisers
- IPS for Marketers
- I am not required to complete the IPS course at this time.

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**Question 5 - Responsible Conduct of Research-Social and Behavioral RCR - select “YES” ONLY if relevant to your research or is required for coursework.**

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## Question 5

### Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- Biomedical Responsible Conduct of Research
- Responsible Conduct of Research for Engineers
- Humanities Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research
- Not at this time.

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**Question 6 - Conflict of Interest Course - select "YES" ONLY if receiving federal funding for your research**

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## Question 6

### Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

- Yes
- No

# Monmouth University Human Research Protections Program

## Institutional Review Board

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### Question 7 - Lab Animal Research – **Leave it unchecked and skip to Question 8.**

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#### Question 7

##### Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate 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.
- IACUC Community Member
- Institutional Officials
- IACUC Chair
- Post-Approval Monitoring (PAM)
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".  
Choose the appropriate species specific electives depending on your work or interests.
- I work with Frogs, Toads or other Amphibians
- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- Working With Ferrets in Research Settings
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Dogs
- I work with Swine
- I work with Horses
- I work with Cattle
- I work with Sheep & Goats
- I work with Non-Human Primates (NHP)
- I work with Fish
- I work with Zebrafish
- Wildlife Research

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**Question 8 - Public Health Research - Select “Public Health Research” ONLY if relevant to your research or required for course. If not, select “Not at this time”.**

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## Question 8

### Public Health Research

Please make your selection below if you wish to be enrolled in the Public Health Research course.

- Public Health Research  
 Not at this time.

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**Question 9 - Public Health Research - Select “No”.**

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## Question 9

COVID-19: Back to Campus (2020-2023), Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccine, and Mental Health for Higher Ed and Healthcare

I wish to access the free courses *above* and acknowledge that I have read and understood the statement below:

These courses were developed or reviewed by medical, research, and environmental health and safety professionals. The Back to Campus course was developed in coordination with the Association of American Medical Colleges (AAMC). Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. The information in these courses must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

**NOTE: Access to this course will terminate on 1 March 2023.**

**COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare.**

This question is required. Choose one answer.

- Yes  
 No

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**After you are registered, make sure you complete the Social and Behavioral Research Course ID#170469 and an elective.**

Yes  
 No

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