



## A Guide to Access and Complete CITI Trainings

MiSU - Office of Sponsored Programs  
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# What is CITI Training?

Minot State University subscribes to the CITI Course to provide faculty, staff, and students access to required training for **Responsible Conduct in Research (RCR)** as well as for the **Institutional Review Board (IRB)**, **Institutional Animal Care and Use Committee (IACUC)**.

- RCR Training course provides a comprehensive course specifically focusing on research ethics, research misconduct, responsible authorship, and conflicts of interest. Completion of the RCR workshop satisfies [NDUS Policy 410](#), the NSF requirement for researchers funded through NSF grants.
- IRB Courses provide education about protection of human research subjects and the role and responsibilities of the Institutional Review Board (IRB). Completion of the IRB workshop satisfies federal agency requirements for researchers receiving funding through such agencies.
- IACUC course, similarly to the IRB Course, satisfies Institutional Animal Care and Use Committee (IACUC) requirements.

To learn more about the CITI Trainings, visit <https://www.minotstateu.edu/osp/citi.shtml>.



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## STEP 1

Go to the following Minot State University web page:

<https://www.minotstateu.edu/osp/citi.shtml>

Scroll to the bottom of the page and click on the link to access the [CITI Training Site](#).

- If you do not already have a CITI username and password, follow the steps to **register** for an account.
- Be sure to select *Minot State University* for your **organization affiliation**.
- Once registered, **log in** to your account.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

Log In

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

Need Help? [Support Center](#)

We use cookies and other tracking technologies to recognize your repeat visits and preferences, as well as to analyze traffic and measure the effectiveness of communications. To learn more, review our [Cookie FAQ](#). By using our Sites, you consent to the use of these technologies.

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## STEP 2

Once you are logged into the CITI site, under your Minot State University affiliation, select **View Courses**.

### 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](#).

Minot State University

View Courses



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### STEP 3

Next, scroll to the bottom of the page to the *Learner Tools for Minot State University* and click on **Add a Course**.

#### Learner Tools for Minot State University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)



# Select Curriculum

Minot State University

## STEP 4

Next, answer the questions with the appropriate responses for your situation.

### Question 1

- If you are conducting research with one of the MSU **science departments**, choose **Group 1**.
- If you are conducting research with a **non science related department**, choose **Group 2**.

### Question 2

- Click on the appropriate response indicating if you previously completed a CITI course(s).

[View instructions page.](#)

### Question 1

Select the group appropriate to your research activities.

This question is required. Choose one answer.

- Group 1:** Biomedical Research Investigators and Key Personnel
- Group 2:** Social / Behavioral Research Investigators and Key Personnel

### Question 2

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

- Group 1:** Biomedical Research Investigators and Key Personnel
- Group 2:** Social / Behavioral Research Investigators and Key Personnel
- I have not previously completed an approved Basic Course.

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## STEP 4, continued

Continue answering the questions with the appropriate responses for your situation.

- Question 3, Animal Research only required if you are conducting research with animals.
- Question 4, select the category the fits best your situation. Student researchers should *not* complete the *Administrator* RCR training. Administrator RCR training is intended for principal investigators, faculty, and other university administration/personnel.
- Question 5, Common Rule course is *optional*.

### Additional descriptions:

- Biomedical Responsible Conduct of Research** Course: This course is for investigators, staff and students with an interest or focus in **biomedical research**. This course contains text, embedded case studies AND quizzes.
- Social and Behavioral Responsible Conduct of Research** Course: This course is for investigators, staff and students with an interest or focus in **Social and Behavioral research**. This course contains text, embedded case studies AND quizzes.
- Physical Science Responsible Conduct of Research** Course: This course is for investigators, staff and students with an interest or focus in **Physical Science** research. This course contains text, embedded case studies AND quizzes.

### Question 3

#### Lab Animal Research Course Enrollment

If you need to enroll in the Animal Research course, please select "Enroll me" below.

Enroll me

### Question 4

#### Responsible Conduct of Research Course Enrollment

If you need to take the RCR course, please select your learner group below to be enrolled:

- Biomedical RCR
- Social & Behavioral RCR
- Physical Science RCR**
- Administrator RCR

### Question 5

Would you like to enroll in the Revised Common Rule course?

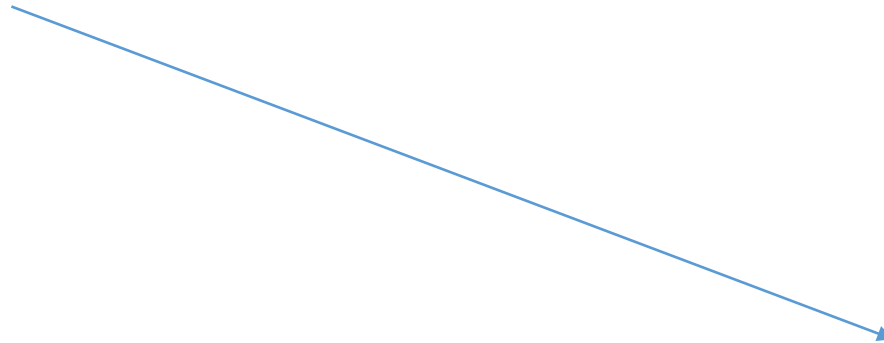
- Yes
- Not at this time.**

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## STEP 4, continued

### Question 6

- This course module is *optional*. Click yes, if you wish to complete it.
- Once all questions have been completed click **submit**.



### Question 6

COVID-19: Back to Campus (2020-2021), 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 October 2021.**

**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

Submit

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## STEP 5

- Next, you should see the following page which includes a section called “Courses Ready to Begin.”
- Check that the new course(s) listed, align with your situation.
- Click **Start Now** to begin.

Show Courses for: Minot State University



Institution List

## Minot State University

### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

Minot State University

Physical Science Responsible Conduct of Research

Stage 1 - RCR

0 / 9 modules completed

Start Now

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## STEP 6

- Next, you should see the following screen indicating the “elective” modules for your course.
- **Note:** For individuals working with an ND EPSCoR or INBRE research project, concentrate on the following *required* modules...
  - ✓ Research Misconduct
  - ✓ Data Management
  - ✓ Authorship
  - ✓ Peer Review
  - ✓ Mentoring
  - ✓ Conflicts of Interest
  - ✓ Collaborative Research

### Physical Science Responsible Conduct of Research

Minot State University

**INSTRUCTIONS**

- Complete all 9 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

**PROGRESS**

0 / 9 modules complete

**SCORE**

0%

You have unfinished required or elective modules remaining.

#### Elective Modules

Complete all 9 elective modules

Modules	Completed	Score	
Research Misconduct (RCR-Basic) (ID 16604)	Incomplete	-	<a href="#">Start</a>
Data Management (RCR-Basic) (ID 16600)	Incomplete	-	<a href="#">Start</a>
Authorship (RCR-Basic) (ID 16597)	Incomplete	-	<a href="#">Start</a>
Peer Review (RCR-Basic) (ID 16603)	Incomplete	-	<a href="#">Start</a>
Mentoring (RCR-Basic) (ID 16602)	Incomplete	-	<a href="#">Start</a>
<i>only required if applicable</i> → Using Animal Subjects in Research (RCR-Basic) (ID 13301)	Incomplete	-	<a href="#">Start</a>
Conflicts of Interest (RCR-Basic) (ID 16599)	Incomplete	-	<a href="#">Start</a>
Collaborative Research (RCR-Basic) (ID 16598)	Incomplete	-	<a href="#">Start</a>
<i>only required if applicable</i> → Research Involving Human Subjects (RCR-Basic) (ID 13566)	Incomplete	-	<a href="#">Start</a>

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## STEP 7

- Complete all required modules for your training.
- Save a PDF or print a copy of your completion certificate, see sample. *(Please note, the wording for the course(s) completed will be specific to your situation.)*
- Email a copy of the completion certificate to the research project principal investigator/lead faculty member.
  - The principal investigator may be required to submit your certificate to the MSU OSP office and funding agency.
- Save a copy of the certificate for your records.
- Save your log in/password to access future required or refresher trainings.



Completion Date xxxxxxxx  
Expiration Date N/A  
Record ID xxxxxxxx

This is to certify that:

**YOUR NAME**

Has completed the following CITI Program course:

**Physical Science Responsible Conduct of Research** (Curriculum Group)  
**Physical Science Responsible Conduct of Research** (Course Learner Group)  
**1 - RCR** (Stage)

Under requirements set by:

**Minot State University**

Verify at [www.citiprogram.org](http://www.citiprogram.org)

Not valid for renewal of certification through CME. Do not use for TransCelerate mutual recognition (see Completion Report).

**CITI**  
Collaborative Institutional Training Initiative

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Questions?

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