

# The CITI Program:

## Responsible Conduct of Research courses

Smith College undergraduates, graduate students, faculty members, and staff all have free access to responsible conduct of research courses through Smith's subscription to the [CITI Program](https://about.citiprogram.org/). This is an excellent opportunity to build qualifications for anyone considering research or research-adjacent careers, such as health professions like medicine, nursing, pharmacy, dentistry, epidemiology, public health, veterinary medicine, biostatistics, or exercise science.

While many of these courses are required of Principal Investigators on grants or faculty members leading research projects involving human or animal subjects, these courses offer an opportunity to add certifications to help students' resumes stand out during the hiring process.

## Registration

To start, go to <https://about.citiprogram.org/> and select 'Register.' Then click 'Select Your Organization Affiliation' and search for Smith College.



 English ▾

[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.

**Independent Learner Registration**

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

Once you've selected Smith, review and agree to the affiliated terms and conditions, as well as attesting that you are currently an affiliate of Smith College.

### 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. 🗨

Smith College

Smith College 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 Smith College.

Create a CITI Program account

Then move forward to create a CITI Program account. Be sure to add a secondary email address in case your primary email address is no longer accessible to you. If you work in research as part of your career, you can continue using this account for decades. The system will require a user name and password, along with a security question and answer.

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

CITI also offers a [video guide](#) and a [text guide](#) for further help with this process. Once you are registered and affiliated, you can sign up for various Institutional Courses.

# 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](#).

Smith College

View Courses

To select and add new CITI courses to your queue, select the 'View Courses' button, then select 'Learner Tools' and then 'Add a Course.' Read through the text information at the top and then click 'Continue to Question 1 at this time.'

**Question 1** is for the 'IRB Researchers' course, which is focused on human subjects research. Select 'All Researchers' if you would like to take this course. There is a more complex course available for members of the IRB; you are welcome to take this if you'd like but it is not typically relevant unless one is an IRB member or chair. Leave this question blank if you do not want to take either course.

## Question 1

### Human Subjects Research

Choose all that are relevant 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.

- ☒ All Researchers
- ☐ Members of the Institutional Review Board

**Question 2** is for the various IACUC courses, which are focused on animal subjects research. The overall IACUC course is the 'Working with the IACUC' course. The other primary courses available are species-specific training (mice, rats, fish, zebrafish, amphibians); you may take as many of these courses as you would like. The optional courses are most often used by IACUC members or lab managers. You are welcome to take them if you would like, but they are not typically relevant unless you are a member of the IACUC.

## Question 2

### LabAnimal Welfare - Required

Please select the Species Courses for the Lab Animal Training Course for which you would like to be enrolled.

- ☒ **Working with the IACUC**
- ☐ Post-Procedure Care of Mice and Rats in Research
- \*Species Specific Training Required - Choose All That Apply\***
- ☐ I work with frogs, toads or other amphibians.
- ☐ I work with mice.
- ☐ I work with rats.
- ☐ I work with hamsters.
- ☐ I work with fish.
- ☐ Working With Zebrafish
- ☐ **Optional Courses**
- ☐ Post-Approval Monitoring (PAM)
- ☐ Essentials for IACUC Members
- ☐ IACUC Chair
- ☐ IACUC Member Refresher Case Studies
- ☐ IACUC Community Member

**Question 3** is a course for institutional officials/administrators and is not relevant to researchers.

## Question 3

### Institutional/Signatory Official

Please make your selection below if you are required to complete this training.

- ☐ Institutional Official: Animal Care and Use
- ☒ **Not at this time.**

**Question 4** is a course required for anyone receiving funds from an NSF grant. If this is relevant to you, you will be contacted directly by your faculty member.

## Question 4

### Responsible Conduct of Research (only for NSF funded grants)

Please make your selection below to receive the course in Responsible Conduct of Research (only for NSF funded grants). For NSF-funded research only; this is not the course for human subjects/IRB.

- ☐ Responsible Conduct of Research (only for NSF funded grants)
- ☒ Not at this time.

**Question 5** is a course required for any faculty member awarded a grant from the Public Health Service (e.g., NIH). This course isn't relevant to non-Principal Investigators.

## Question 5

### Financial Conflict of Interest

Would you like to take the Public Health Service Financial Conflict of Interest Course?  
For Public Health Service grants and agreements only.

- ☐ Yes
- ☒ No

Submit

## Certificates & Completion Reports

Once you have completed a course, a certificate and completion report will be available to you within your Smith College affiliated courses. Click the 'View - Print - Share Record' to download PDFs of your course certificate or completion report. You can also add the Completion Certificate to your LinkedIn profile.

### Completed Courses

[Learner Tools](#)

Smith College

IRB Researchers

Stage 1 - Basic Course

[Post-Course Survey](#) 

Passed 13-Dec-2024

Review Course

View - Print - Share Record

### Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)[Copy Link](#) 

### Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)[Copy Link](#) [Add to LinkedIn](#)

Most IRBs require a copy of the Completion Report, since it shows all modules and quiz scores.