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. 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.

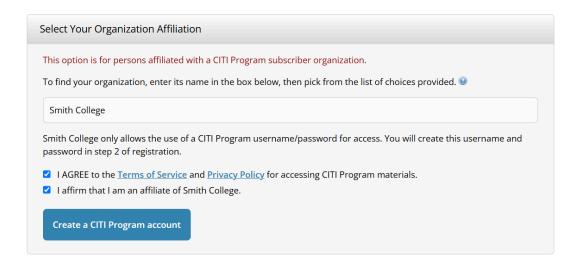
While many of these courses are required of Principal Investigators on grants or faculty members leading research projects involving human or animal subjects, these courses offer an opportunity to add certifications to help students' resumes stand out during the hiring process.

Registration

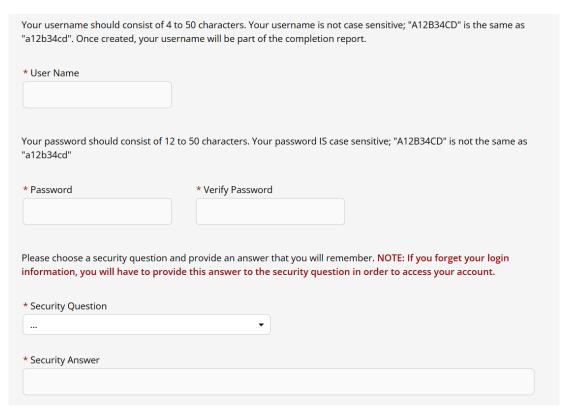
To start, go to https://about.citiprogram.org/ and select 'Register.' Then click 'Select Your Organization Affiliation' and search for Smith College.



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.



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.



CITI also offers a <u>video guide</u> and a <u>text guide</u> for further help with this process. Once you are registered and affiliated, you can sign up for various Institutional Courses.

Courses

Institutional Courses

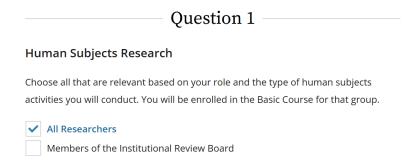
Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to <u>add an affiliation</u>. If you are no longer associated with a listed institution, you may want to <u>remove an affiliation</u>.

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.



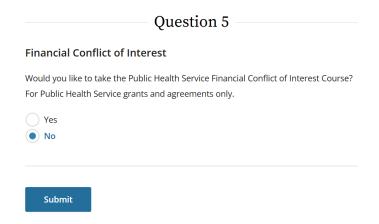
Question 2 is for the various IACUC courses, which are focused on animal subjects research. The overall IACUC course is the 'Working with the IACUC' course. The other primary courses available are species-specific training (mice, rats, fish, zebrafish, amphibians); you may take as many of these courses 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
La	bAnimal Welfare - Required
	ase select the Species Courses for the Lab Animal Training Course for which you uld 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
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.

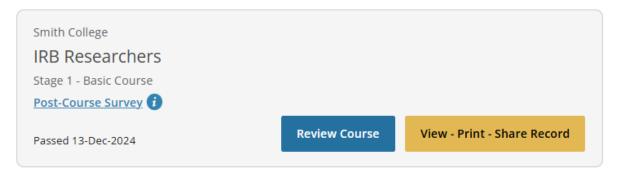


Certificates & Completion Reports

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



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.



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.



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