

UCCS CITI Training Guidance

This step-by-step illustrated guide is designed to help you get to the training you need to complete in CITI Program. Depending on your needs, you may need to sign up for:

- [Human Research Training \(IRB Required\)](#)
- [Responsible Conduct of Research \(RCR\) \(Required for Sponsored Projects\)](#)
- [Conflict of Interest \(COI\) \(Required for Sponsored Projects\)](#)
- [Research Security \(RST\) \(Required for some federal sponsors, including DOE, NIH, NSF, DOD, USDA, NASA\)](#)
- [Good Clinical Practice \(GCP\) \(Required for Clinical Trials\)](#)

You may click on the above links to go directly to that section of the guidance. In all cases, you will begin with the following steps:

1. Sign into your [CITI Program account](#). If you need to sign up for a CITI account, please refer to the guidance on setting up your CITI account and affiliating with UCCS. UCCS **does not** store and **cannot** retrieve your CITI password.
2. For all courses offered by CITI, first click on “View Courses” next to your UCCS affiliation.

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](#).

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View Courses

Would you like to affiliate with another Institution?

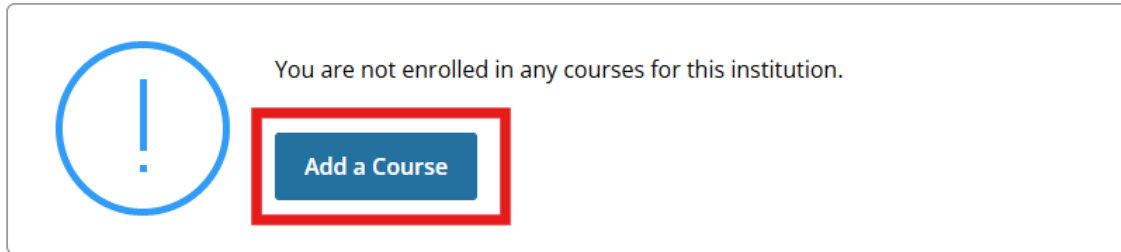
Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

3. If you have never signed up for a course before, you will see a box saying “You are not enrolled in any courses for this institution. You will click on the button “Add a Course.”

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4. If you have previously signed up for a course, you will need to scroll to the bottom of the screen until you see the link “Add a Course” under the Learner Tools



5. You can now sign up for the course you are interested in taking. Please note, all the available courses are free if you affiliate with UCCS, and you may sign up for multiple courses at once.

Human Research Training (IRB Required)

1. Once you have clicked “Add a Course,” select “I would like to enroll in the Ethical Conduct of Research with Human Subjects courses” and click “Next.”

Please make your selection below to view available courses.

This question is required. Choose all that apply.

- ☒ I would like to enroll in the Ethical Conduct of Research with Human Subjects courses.
- ☐ I would like to enroll in Lab Animal Welfare courses.
- ☐ I would like to enroll in Responsible Conduct of Research courses.
- ☐ I would like to enroll in the Conflicts of Interest Course.
- ☐ I would like to enroll in the Information Privacy and Security (IPS) Course.
- ☐ I would like to enroll in the Good Clinical Practice (GCP) Course.
- ☐ I would like to enroll in the **Community Members Only** course
- ☐ I would like to enroll in the Export Compliance (EC) Course.
- ☐ Research Security

Start Over

Next

2. If you have never completed the Human Research course **OR your last training was the Refresher Course**, then select “I need to enroll in a basic human research course.” Then click “Next.”

Human Research

Do you need to complete a basic or refresher course?

NOTE: You must complete an approved basic course prior to completing a refresher course in order to receive credit for completing a refresher

This question is required. Choose one answer.

- ☒ I need to enroll in a basic human research course.
- ☐ I have previously completed an approved basic course and need to enroll in a refresher course.

Start Over

Next

3. If your last training was the full course, then select, “I have previously completed an approved basic course and need to enroll in a refresher course.” Then click “Next.”

Human Research

Do you need to complete a basic or refresher course?

NOTE: You must complete an approved basic course prior to completing a refresher course in order to receive credit for completing a refresher

This question is required. Choose one answer.

- ☐ I need to enroll in a basic human research course.
- ☒ I have previously completed an approved basic course and need to enroll in a refresher course.

Start Over

Next

4. Select “Social and Behavioral Research.” You may choose to do “Vulnerable Population Research” if you know you will primarily be working with children, pregnant women and/or fetuses/neonates, or prisoners. **Do not** select IRB Member unless you are a member of the IRB (this training is extensive). Then, click “Next.”

Human Research

Select the group appropriate to your research activities. You will be enrolled in the basic course for that group.

This question is required. Choose one answer.

- ☒ Social and Behavioral Research:
- ☐ Vulnerable Population Research
- ☐ UCCS IRB Members:
NOTE: The UCCS IRB Members course is only designed for persons who serve on the Institutional Review Board. Do not select UCCS IRB Members unless you are a member of the Institutional Review Board.
- ☐ Institutional/Signatory Official

Start Over

Next

5. Your training course will appear on your CITI dashboard under “Courses Ready to Begin.”

Courses Ready to Begin

[Learner Tools](#)

University of Colorado Colorado Springs
Social and Behavioral Research
Stage 1 - Basic Course

0 / 15 modules completed

Start Now

Responsible Conduct of Research (RCR) (Required for Sponsored Projects)

1. Once you have clicked “Add a Course,” select “I would like to enroll in Responsible Conduct of Research courses” and click “Next.”

Please make your selection below to view available courses.

This question is required. Choose all that apply.

- ☐ I would like to enroll in the Ethical Conduct of Research with Human Subjects courses.
- ☐ I would like to enroll in Lab Animal Welfare courses.
- ☒ I would like to enroll in Responsible Conduct of Research courses.
- ☐ I would like to enroll in the Conflicts of Interest Course.
- ☐ I would like to enroll in the Information Privacy and Security (IPS) Course.
- ☐ I would like to enroll in the Good Clinical Practice (GCP) Course.
- ☐ I would like to enroll in the **Community Members Only** course
- ☐ I would like to enroll in the Export Compliance (EC) Course.
- ☐ Research Security

Start Over

Next

2. Select the RCR course that most closely aligns with your field of study. The courses are very similar to one another. Once you make your select, click “Next.”

Responsible Conduct of Research

Please choose a RCR group based on your research activities.

This question is required. Choose one answer.

- ☐ Biomedical RCR
- ☐ Social and Behavioral RCR
- ☐ Physical Sciences RCR
- ☐ Humanities RCR
- ☐ RCR for Administrators
- ☐ RCR for Engineers
- ☐ Communicating Research Findings
- ☐ Faculty Members and Senior Personnel RCR

Start Over

Next

3. Your training course will appear on your CITI dashboard under “Courses Ready to Begin.”

Courses Ready to Begin

[Learner Tools](#)

University of Colorado Colorado Springs

Social and Behavioral Responsible Conduct of Research

Stage 1 - Basic Course

0 / 5 modules completed

Start Now

Conflict of Interest (COI) (Required for Sponsored Projects)

1. Once you have clicked “Add a Course,” select “I would like to enroll in the Conflict of Interest Course” and click “Next.”

Please make your selection below to view available courses.

This question is required. Choose all that apply.

- ☐ I would like to enroll in the Ethical Conduct of Research with Human Subjects courses.
- ☐ I would like to enroll in Lab Animal Welfare courses.
- ☐ I would like to enroll in Responsible Conduct of Research courses.
- ☒ I would like to enroll in the Conflicts of Interest Course.
- ☐ I would like to enroll in the Information Privacy and Security (IPS) Course.
- ☐ I would like to enroll in the Good Clinical Practice (GCP) Course.
- ☐ I would like to enroll in the **Community Members Only** course
- ☐ I would like to enroll in the Export Compliance (EC) Course.
- ☐ Research Security

Start Over

Next

2. Select “Conflict of Interest.” Then, click “Next.”

Conflict of Interest

Please make the appropriate selection to complete the Conflict of Interest course.

Choose all that apply.

- ☒ Conflict of Interest
- ☐ Conflict of Interest - Other Federal Sponsors.

Start Over

Next

3. Your training course will appear on your CITI dashboard under “Courses Ready to Begin.”

Courses Ready to Begin

[Learner Tools](#)

University of Colorado Colorado Springs

Conflicts of Interest

Stage 1

0 / 2 modules completed



Start Now

Research Security (RST) (Required for some federal sponsors, including DOE, NIH, NSF, DOD, USDA, NASA)

1. Once you have clicked “Add a Course,” select “Research Security” and then click “Next.”

Please make your selection below to view available courses.

This question is required. Choose all that apply.

- ☐ I would like to enroll in the Ethical Conduct of Research with Human Subjects courses.
- ☐ I would like to enroll in Lab Animal Welfare courses.
- ☐ I would like to enroll in Responsible Conduct of Research courses.
- ☐ I would like to enroll in the Conflicts of Interest Course.
- ☐ I would like to enroll in the Information Privacy and Security (IPS) Course.
- ☐ I would like to enroll in the Good Clinical Practice (GCP) Course.
- ☐ I would like to enroll in the **Community Members Only** course
- ☐ I would like to enroll in the Export Compliance (EC) Course.
- ☒ **Research Security**

2. Select “Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF’s Research Security Training.” Then click “Next.”

Research Security

Please select a Research Security course below:

Choose all that apply.

- ☒ **Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF’s Research Security Training.**

3. Your training course will appear on your CITI dashboard under “Courses Ready to Begin.”

Courses Ready to Begin

[Learner Tools](#)

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Research Security Training (Combined)

Stage 1 - Basic Course

0 / 1 modules completed



Start Now

Good Clinical Practice (GCP) (Required for Clinical Trials)

1. Once you have clicked “Add a Course,” select “I would like to enroll in the Good Clinical Practice (GCP) course” and then click, “Next.”

Please make your selection below to view available courses.

This question is required. Choose all that apply.

- ☐ I would like to enroll in the Ethical Conduct of Research with Human Subjects courses.
- ☐ I would like to enroll in Lab Animal Welfare courses.
- ☐ I would like to enroll in Responsible Conduct of Research courses.
- ☐ I would like to enroll in the Conflicts of Interest Course.
- ☐ I would like to enroll in the Information Privacy and Security (IPS) Course.
- ☒ I would like to enroll in the Good Clinical Practice (GCP) Course.
- ☐ I would like to enroll in the **Community Members Only** course
- ☐ I would like to enroll in the Export Compliance (EC) Course.
- ☐ Research Security

Start Over

Next

2. Select “GCP – Social and Behavioral Research Best Practices for Clinical Research.”
Then click “Next.”

Please select the Good Clinical Practice course that you will like to review.

This question is required. Choose one answer.

- ☐ Good Clinical Practice Course, US FDA Focus
- ☐ Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus)
- ☐ Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)
- ☒ **GCP – Social and Behavioral Research Best Practices for Clinical Research**

Start Over

Next

3. Your training course will appear on your CITI dashboard under “Courses Ready to Begin.”

Courses Ready to Begin

[Learner Tools](#)

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GCP – Social and Behavioral Research Best Practices for Clinical Research

Stage 1 - Basic Course

0 / 9 modules completed

Start Now