

## CITI Step-by-Step Instructions

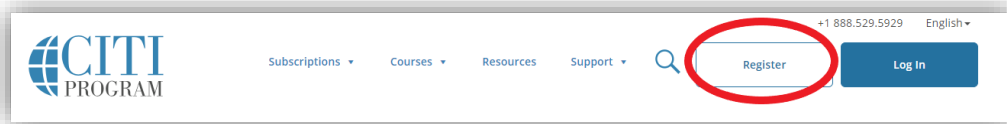
These instructions are to assist research personnel in completing their HSP and GCP training requirements through the CITI program under the Dana-Farber Cancer Institute affiliation. Steps for completing these trainings under other institution affiliations (e.g. BWH, MGH, BIDMC) may differ. Please note: all DF/HCC research personnel are encouraged to affiliate with DFCI in CITI by using their Partners/MGB username and institutional email address (DFCI email address is not required.)

### **Contents:**

- A. Creating a New CITI Account
- B. Affiliating with DFCI (if you already have an existing account)
- C. Adding a Course and/or Webinar to your Queue
- D. Completing a Course and/or Webinar
- E. Verifying and Documenting Training

### **A. Creating a New CITI Account:**

1. Go to <https://www.citiprogram.org/> and register through the “**Register**” field.



2. Select your organization affiliation – Type **Dana-Farber** and select the institution. Select “Continue to Step 2”.
3. Continue through the steps 1-6 to complete the registration process – use your institutional email address and Partners username to complete your registration. \*You do not need to enter a DFCI email address to affiliate with DFCI but please use your institutional address to ensure you receive training reminders, etc.
4. At step 7, skip to section C of these instructions for guidance on adding the correct course.

### **B. Affiliating with DFCI\*:**

\* When you already have a CITI account affiliated with a different institution. You may affiliate with multiple institutions.

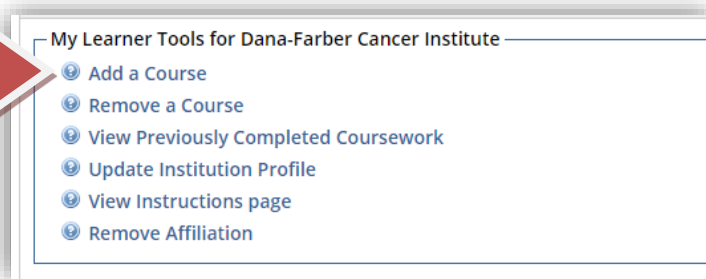
1. Log in to your account and select “Click Here to affiliate with another institution:



2. Type **“Dana-Farber Cancer Institute”** in the search field – select **“Next”**
3. Provide all required information – for Institutional email address, use your own institutional email. Select **“Next”**
4. You will now see Dana-Farber as an affiliation on your Main Menu – got to section C for guidance in adding the correct course.

### **C. Adding a Course and/or Webinar to your Queue**

1. Select **“Add a Course”** under My Learner Tools on the Main Menu:



2. **Question 1** – select all of the courses you need to complete and/or select **“Webinars”** if you would like to view the different webinars available:

### Question 1

Please select all of the courses you need to complete at this time

Choose all that apply.

- Human Subject Protection
- Good Clinical Practice
- Conflicts of Interest (Note: this does not meet HSP or GCP requirements)
- Responsible Conduct of Research (Note: this does not meet HSP or GCP requirements)
- Revised Common Rule
- Webinars

Start Over
Next

**NOTE:** You may be required to complete the Conflicts of Interest and/or Responsible Conduct of Research courses per your institution; however, compliance with these courses is not tracked by the Office of Data Quality. Please contact your manager with questions regarding these courses. **These courses do NOT meet HSP or GCP training requirements.**

3. If you select “Human Subject Protection” you will be directed to select the type of research you are working on. Select that which most aligns with your scope of research:

You indicated you need to take Human Subject Protection (HSP) training. Please select the HSP course that aligns with the research you conduct

Choose all that apply

- Biomedical research, including Biomedical minimal risk (Group 1)
- Social/Behavioral research (Group 2)
- Not Human Subject Research or IRB Exempt Research (Group 3) (Note: Only select this course if you exclusively participate in this type of research)
- Both Biomedical and Social Behavioral research (Group 4)

Next
Start Over

4. If you selected “Good Clinical Practice” you will be directed to select either GCP for Clinical Trials or GCP for Social Behavioral Research. Select that which most aligns with your scope of research:

You indicated you need to take Good Clinical Practice (GCP) training. Please select the GCP course that aligns with the research you conduct:  
Choose all that apply

GCP for Clinical Trials Involving Drugs and Devices

GCP for Social Behavioral Research

[Next](#) [Start Over](#)

5. If you selected “Webinars” you will be prompted to select the webinar(s) you would like to view. You may select one or multiple to be added to your queue:

**Webinars**

Please choose the Webinars you would like to review.

This question is required. Choose all that apply.

Ethics & Policy Issues in CRISPR Gene Editing New Content

The Challenge of Medicare Advantage Plans and Local Coverage Determinations

Research with Native American Communities: Important Considerations When Applying Federal Regulations

GDPR & Human Subject Research in the U.S.

FERPA: A Quick Review of the Law for Researchers and IRBs

Preparing for Single IRB (sIRB) under the Common Rule

Building a ClinicalTrials.gov Compliance Program – Tips for Investigators and Institutions

Transitioning Research to the Revised Common Rule: The What, How, and Why

Revised Common Rule: Overview of Revisions

Revised Common Rule: Revisions to Definitions

Revised Common Rule: Revisions to Informed Consent

Running a Virtual IRB Meeting

Understanding Consent Requirements and “Key Information” Under the Revised Rule

Medical Marijuana: A Budding Field of Research

Health Disparities: Promoting Equity and Diversity in Clinical Research

Social Media and Research Recruiting

6. The courses you need to complete, as indicated by your prompt question answers will now be added to your queue under your Dana-Farber Cancer Institute affiliation and are available to start and complete at any time.

**D. Completing a Course/Webinar and Obtaining Completion Certificates**

1. Courses do not need to be completed all in one sitting – Partially completed courses will save your place and allow you to continue at a later time. Incomplete courses will remain in your queue until they are completed, at which time, the status will indicate “Passed <Date>” and the Completion Certificate/Report will be available to view, download/print, or share.

Group 1: Biomedical Investigators and Key Personnel HSP & GCP (US FDA focus) Combined	Passed 11/15/2016	<b>View/Print</b> Share	Post-course evaluation
---	----------------------	----------------------------	------------------------

You can **download a PDF of your completion certificate or report\*** at any time by selecting “View/Print”, or you can **share a link to your completion certificate or report** with any 3<sup>rd</sup> party, by selecting “Share”.

\*Completion *Certificates* show the name of course and completion/expiration date while *Completion Reports* also list all modules in the course – often when sharing with an external sponsor/party they may request the *Completion Report* so they can verify the contents of the course.

2. Webinar Completion Certificates – To fully “complete” a webinar, and obtain a completion certificate, you must be sure to take the quiz at the end of the webinar’s main page after viewing the presentation. Once the quiz has as been completed, you will be able to view/print/share a completion certificate for the webinar, similar to HSP and GCP courses.
3. Please keep a copy of your HSP and GCP completion certificate/report for your own records. In addition, please follow these instructions to ensure your training is centrally updated in OnCore to comply with DF/HCC training requirements:
  - a. If you completed a course under the DFCI affiliation in CITI, ODQ will automatically receive a copy of your certificate, and you do not need to forward your certificate(s) to ODQ. **New Staff:** ODQ will not be able to record certificates until you have an active OnCore profile. Please follow directions in the [New Researcher Checklist](#) and send an email to [ODQEducation@dfci.harvard.edu](mailto:ODQEducation@dfci.harvard.edu) **once your OnCore profile is created** to ensure your training has been updated.
  - b. If you completed a course under any other institutional affiliation (other than DFCI), please send a copy of the completion report to [ODQEducation@dfci.harvard.edu](mailto:ODQEducation@dfci.harvard.edu) to ensure your training compliance is up-to-date in OnCore.

**Note:** Staff cannot be added to protocols until they have an active OnCore profile and their HSP and GCP training are recorded in that profile. To avoid Continuing Reviews or other submissions in iRIS being returned, please double check that all necessary steps outlined in the [New Researcher Checklist](#) have been followed for all applicable study staff.

Please visit the [ODQ Education Page](#) for additional information or contact [ODQEducation@dfci.harvard.edu](mailto:ODQEducation@dfci.harvard.edu) with questions about this guidance.