

UTHSCSA

CITI Program Instructions

Part 2 (navigating to courses)

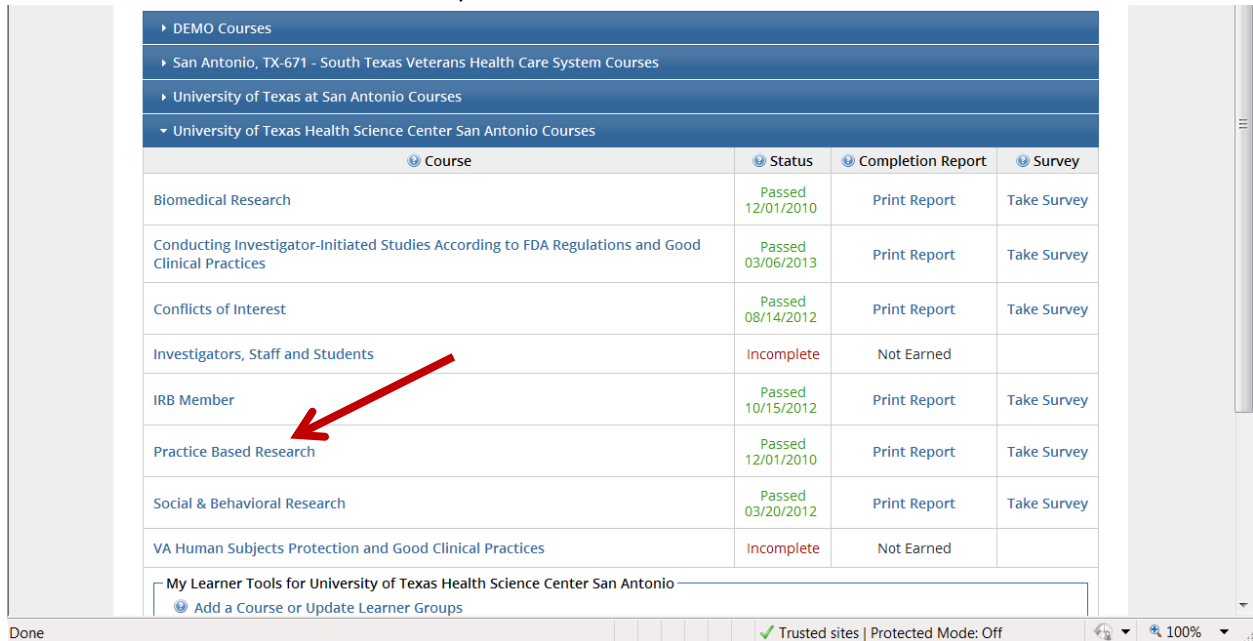
After you have signed up for courses...

Click on the “University of Texas Health Science Center San Antonio Courses”

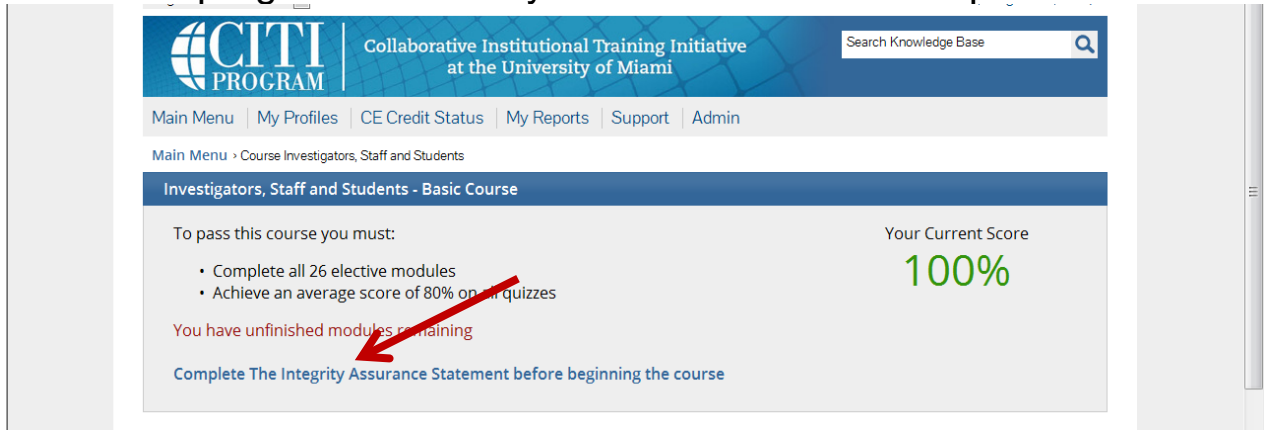


Your courses will be listed under “**Course**”.

Click on the name of the course to complete the course (i.e. “Practice Based Research Course”, etc.

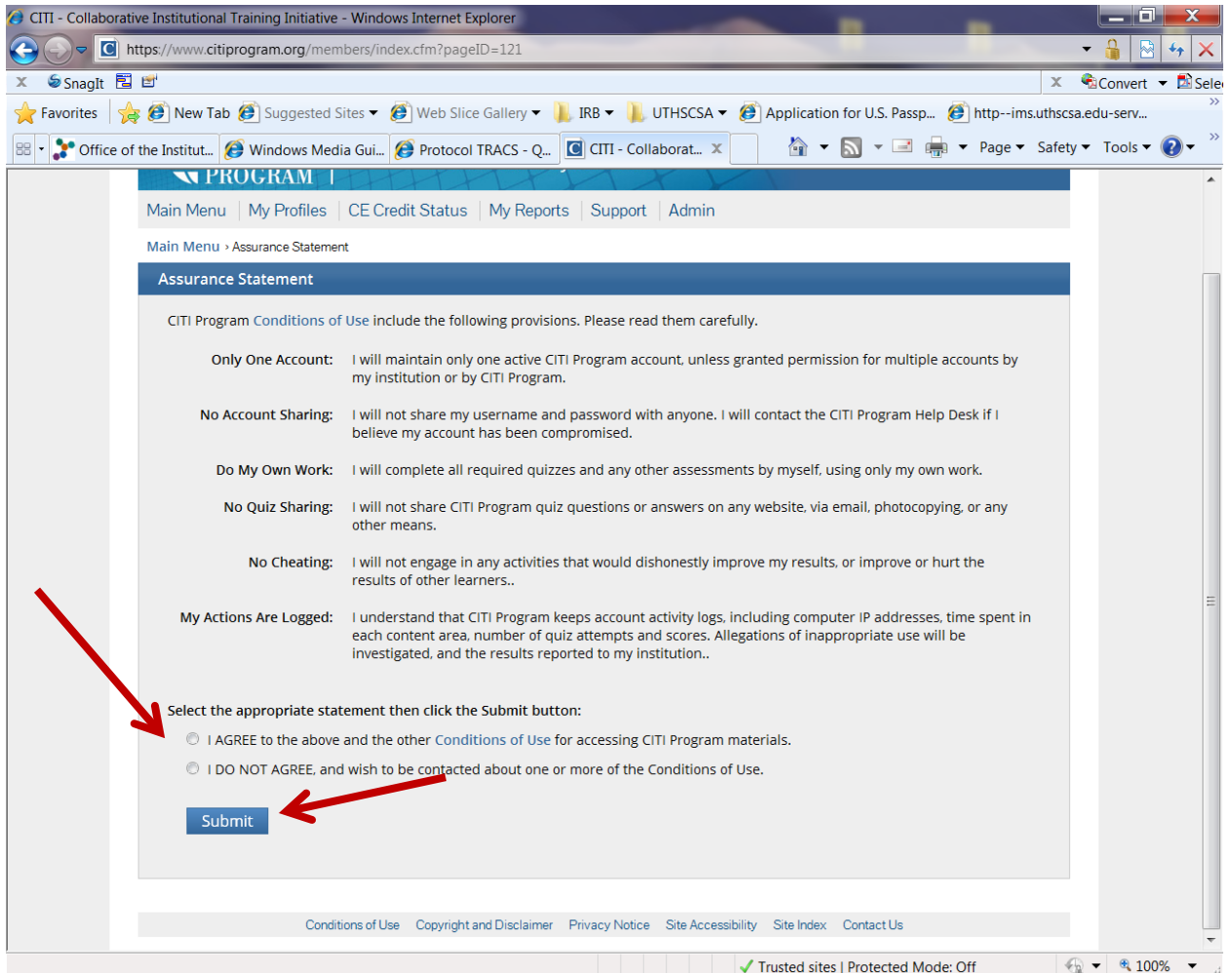


Click on “The Integrity Assurance Statement.” This must be completed before the program will allow you to continue to the required modules.



The screenshot shows the CITI Program dashboard. At the top, there is a navigation menu with links for Main Menu, My Profiles, CE Credit Status, My Reports, Support, and Admin. Below this, a breadcrumb trail reads "Main Menu > Course Investigators, Staff and Students". The main content area is titled "Investigators, Staff and Students - Basic Course". It displays the requirement: "To pass this course you must:" followed by a list: "Complete all 26 elective modules" and "Achieve an average score of 80% on all quizzes". To the right, it shows "Your Current Score" as "100%". A red arrow points to the text "You have unfinished modules remaining" and another red arrow points to the link "Complete The Integrity Assurance Statement before beginning the course".

Answer the Assurance Statement
Then click on “Submit”



The screenshot shows the "Assurance Statement" page in a Windows Internet Explorer browser. The browser address bar shows the URL "https://www.citiprogram.org/members/index.cfm?pageID=121". The page title is "CITI - Collaborative Institutional Training Initiative - Windows Internet Explorer". The navigation menu includes "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". A breadcrumb trail reads "Main Menu > Assurance Statement". The main content area is titled "Assurance Statement" and contains the following text: "CITI Program Conditions of Use include the following provisions. Please read them carefully." followed by several conditions: "Only One Account", "No Account Sharing", "Do My Own Work", "No Quiz Sharing", "No Cheating", and "My Actions Are Logged". Below the conditions, it says "Select the appropriate statement then click the Submit button:" followed by two radio button options: "I AGREE to the above and the other Conditions of Use for accessing CITI Program materials." and "I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use." A blue "Submit" button is located below the options. A red arrow points to the "Submit" button. At the bottom of the page, there is a footer with links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us". The browser status bar at the bottom shows "Trusted sites | Protected Mode: Off" and "100%".

Then click on the name of the modules as you wish to complete them.

You do not receive "extra credit" for completing them.
They do not show up on any completion reports.
They will be credited in a grade book if you subsequently enroll in a course that includes them.

Module	Already Taken?	Score
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	12/01/10	5/5 (100%)
Informed Consent (ID: 3)	12/01/10	3/4 (75%)
Records-Based Research (ID: 5)	12/01/10	2/2 (100%)
Research and HIPAA Privacy Protections (ID: 14)	10/15/12	3/5 (60%)
The IRB Member Module - 'What Every New IRB Member Needs to Know' (ID: 816)	10/15/12	6/7 (86%)
VA Module (ID: 696)	06/22/11	--

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Once you have read each module take the quiz...

Contact the IRB office to:

- Ensure the organization is registered with OHRP (if federal dollars are funding the research) and/or the FDA (if the research involves FDA-regulated products).
- Obtain the FWA number. Alternatively, this information may be found on the OHRP Website
- Determine FWA requirements for multi-site research activities if federal dollars will pass to sub awardees.

Revised 11-14-11

[Take the quiz for Basic Institutional Review Board \(IRB\) Regulations and Review Process](#)
[Return to the module list for this course](#)

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