INSTRUCTIONS FOR REGISTERING FOR ONLINE RESPONSIBLE CONDUCT OF RESEARCH TRAINING

All NAU faculty, staff, students, and other researchers planning to conduct or serve as key personnel on any funded research or research requiring approval through the Human Research Review Board (HRRB (formally IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC) or Radiation Safety Committee (RSC) must successfully complete Responsible Conduct of Research and Conflict of Interest training.

Northern Arizona University (NAU) uses The Collaborative Institutional Training Initiative (CITI) program as its platform for this training. The CITI program is an online collection of learning modules focusing on different aspects of research. At the end of each module is a short quiz. For questions about this policy or the CITI program, contact Shelley Jones at Shelley.Jones@nau.edu or 928-523-7268.

If you already have a CITI account:

1. Go to the CITI Program (www.citiprogram.org).
2. Enter your Username and Password, click on Login.
3. Proceed to “Add a Course or Update Learner Groups”, and then click on “Yes, I need/want to take the course on Responsible Conduct of Research (RCR).”
4. Pick the appropriate area of study.

If you do not have a CITI account:

1. Go to the to the CITI Program (www.citiprogram.org). Click on Register under Create an account.
2. Fill in your first and last name and email address and click on Continue to Step 3.
3. Select a User Name and password according to the guidelines. Select a security question and answer and click on Continue to Step 4.
4. You can choose whether or not to respond to the questions on gender, race and ethnicity. Click on Continue to Step 5.
5. Unless you are interested in the Continuing Education Unit credits, you should answer No to these questions and click on Continue to Step 6.
6. Provide your NAU email address, gender, highest degree obtained, role in research, office phone, and select “Responsible Conduct of Research.” Click on Continue to Step 7.
7. Select the appropriate course description depending on your area of research or role in research.

8. You will come to a screen that states that your registration with NAU is complete. You can either affiliate with an additional institution or go directly to **Finalize registration**.

9. CITI will send you an email message with a link to finalize your registration and begin taking the modules. Click on the link when you are ready to take the modules.

10. To begin reviewing the modules and taking the quizzes, enter your new **user name and password**.

11. Click on **Northern Arizona University Courses**.

12. Click on the title of the Course in blue.

13. Click on the **Integrity Assurance Statement** and read the information. You must respond to the item at the bottom in order to move ahead with the quizzes.

14. Once you have responded to the Integrity Assurance Statement, you will be brought back to a screen with your list of modules and the first module highlighted in blue. You need to score 80% or better in each module to be considered passing. Each module will become available once you have taken the preceding one. CITI does not allow you to take the modules in a different order.

15. Once you have completed the required quizzes, you may also elect **Optional modules**. The Optional modules become available only after you have taken the core course.

16. You can log back into CITI to:
   - Take modules
   - Change your learner group
   - Access your tutorial completion.

**Remember that your CITI login and password may not be the same as your NAU login and password.**