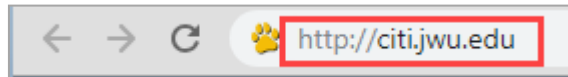
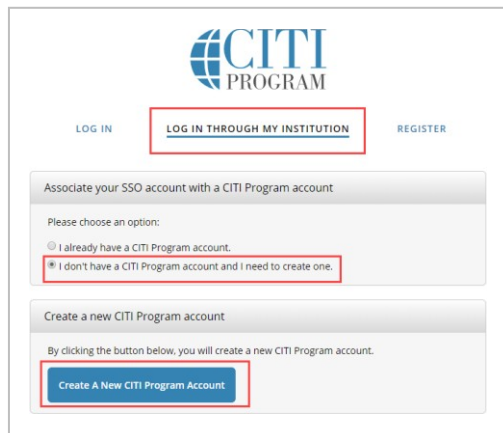


## Instructions

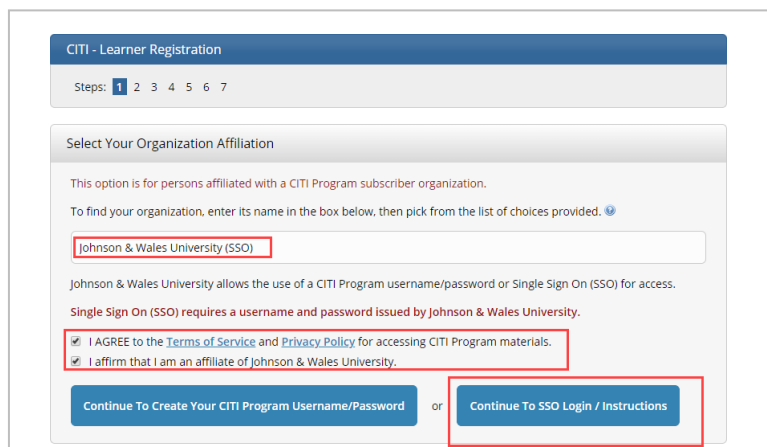
1. Enter <http://citi.jwu.edu> in to your web browser.



2. Choose LOG IN THROUGH MY INSTITUTION. Make sure it is underlined in blue. Choose I don't have a CITI Program account and I need to create one. **Click** Create A New Citi Program Account.



3. In the text box type Johnson & Wales, a drop down menu will appear. Choose Johnson & Wales University (SSO). Make sure the I AGREE and I affirm boxes are checked. Click Continue To SSO Login/Instructions.



If you have any questions, contact:

Bruce Ciummo

[bciummo@jwu.edu](mailto:bciummo@jwu.edu) or 401.598.2705

#### 4. Click View 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 [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Johnson & Wales University [View Courses](#)

#### 5. Scroll to the bottom of the page. Click Add a Course.

Learner Tools for Johnson & Wales University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)

#### 6. Question 1 Click Social & Behavioral Research Investigators radio button.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

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Bruce Ciummo

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7. Scroll to Question 5, **Click** Social and Behavioral Responsibility Conduct of Research.

Question 5

**Responsible Conduct of Research**

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- Biomedical Responsible Conduct of Research
- Responsible Conduct of Research for Engineers
- Humanities Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research**
- Not at this time.

**Individuals pursuing federally funded research grants must also complete the Conflicts of Interest (COI) module. To add the COI module, click "Yes" for Question 6.**

*Note: The COI module may also be required by other external funding sources. If you expect to pursue external funding to support research projects, review applications requirements carefully to determine if COI training will be required.*

Question 6

**Conflicts of Interest (COI)**

Would you like to take the Conflicts of Interest course?

- Yes**
- No

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## 8. Question 8, **Click Not** at this time.

Question 8

**Public Health Research**

Please make your selection below if you wish to be enrolled in the Public Health Research course.

Public Health Research

**Not at this time.**

## 9. Question 9, **Click Not** at this time.

Question 9

**IRB Administration**

Please make your selection below if you wish to be enrolled in the IRB Administration course.

IRB Administration

**Not at this time.**

## 10. Choose your course, **Click Start Now**

**Courses Ready to Begin** [Learner Tools](#)

Johnson & Wales University  
**Social & Behavioral Research**  
Stage 1 - Basic Course

0 / 15 modules completed

**Start Now**

Johnson & Wales University  
**Social and Behavioral Responsible Conduct of Research**  
Stage 1 - RCR

0 / 9 modules completed

**Start Now**

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