


- 1) Use this [link](#) to log into CITI.



English ▾

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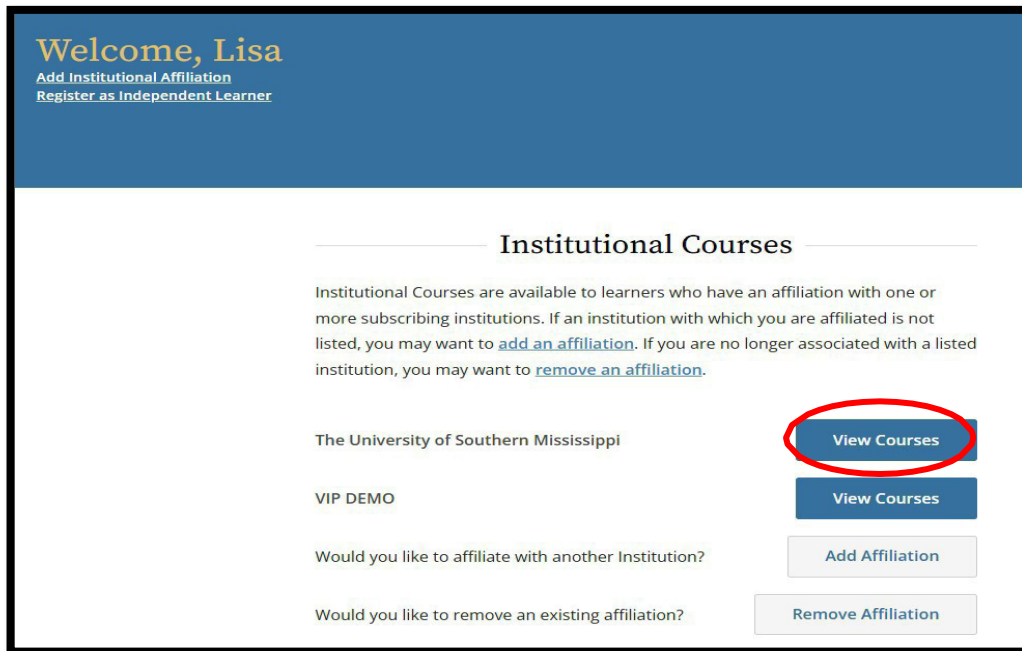
- 2) Click on the “**My Courses**” link in black text towards the top of the screen (to the right of the small CITI logo).



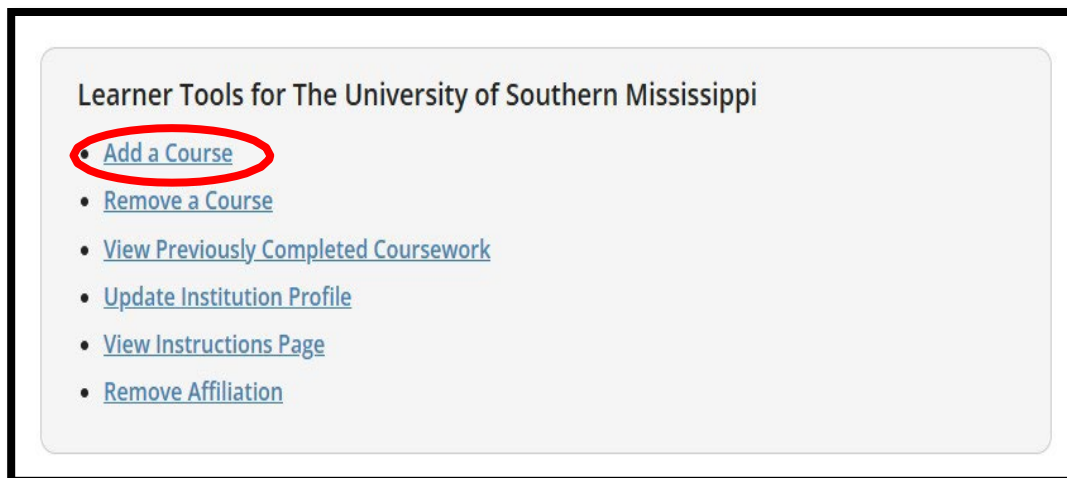
[My Courses](#) [My Records](#) [My CEs](#) [Support](#)

Welcome, Lisa
[Add Institutional Affiliation](#)
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- 3) In the middle of the screen, click on the blue rectangle to “**View Courses**”.



- 4) Your Active Courses will populate on the next screen; scroll to the bottom of the page, where there is a box called “**Learner Tools for The University of Southern Mississippi**”. In that box, click on the “**Add a Course**” link, and you will be taken to a page with a series of questions about the various courses for USM.



5) You are not required to respond to all questions and may leave them blank, but consider your circumstances as you review each question. Questions in bold are courses required for all research protocols submitted to the IRB and/or IACUC for all faculty, staff, postdoctoral fellows, and students (undergraduate and graduate).

- **Question 1:** If you need to complete the Common Course (RCR), make the appropriate selection based on your role at USM; otherwise, select “Not at this time, thank you” if your certificate is current (see screenshot below).
- Question 2: You may select “No” for this course.
- **Question 3:** If you conduct studies with lab animals, make the appropriate selection(s) (Animal Subjects Research Course; IACUC Chairs, Members & Coordinators; and/or Wildlife Research); otherwise, select “Not at this time” if these trainings do not apply to you or you are current on your certificate(s) (see screenshot below).
- **Question 4:** If you need to complete the Human Subjects Research course, select “Human Subjects Research Course”; otherwise, you may select “Not at this time” if this training does not apply to you or your certificate is current (see screenshot below).
- Question 5: If you would like to complete the “Optional Course” for Human Subjects Research (SBR and/or Biomedical Research), make the appropriate selection; otherwise, select “Not at this time.”
- Questions 6-14: You may select “Not at this time” for these courses.

Question 1

Responsible Conduct of Research

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

- ☐ Common Course for USM Graduate Students
- ☐ Common Course for USM Faculty
- ☐ Common Course for USM Undergraduate and HON 300 Students
- ☐ Common Course for USM Staff
- ☐ Common Course for USM Arts & Humanities Faculty and Students
- ☐ Not at this time, thank you.

Question 3

Animal Subjects Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Common Course (Question 1) and the Animal Subjects Research Course.
2. If you are an IACUC Member you must complete the "Essentials for IACUC Chairs, Members, and Coordinators at The University of Southern Mississippi RCR Course".

- ☐ "Animal Subjects Research Course" is required if you plan to submit an IACUC protocol.
- ☐ IACUC Chairs, Members and Coordinators at The University of Southern Mississippi RCR Course" is required if you serve on the IACUC
- ☐ Wildlife Research (Optional)
- ☐ Not at this time.

- 6) Once all questions have been addressed, click on the blue “**Submit**” button at the bottom of the page.

Question 14

Essentials of Grant Proposal Development (EGPD)

Please make your selection below to enroll in the Essentials of Grant Proposal Development course.

☐ Essentials of Grant Proposal Development (EGPD)

☐ Not at this time

Submit