

Instructions for the CITI Course in the Integrity Assurance Program

Completion time will vary, depending on your reading speed and whether you follow all of the links. The basic Research Integrity modules each take about 15-25 minutes to complete. If you are taking the case study courses, these modules each take about 5-8 minutes which will amount to approximately 4-6 hours total completion time. Some of the documents require Adobe Acrobat Reader.

1. Begin at <https://www.citiprogram.org/default.asp?language=english>.This is where you will register as a new user and log in.
2. Follow these instructions if you **have never** registered for a CITI course (**if you have registered, go to step 3**):

* Click on **Register** at the top right corner of the screen.
* Complete Registration by completing each of Steps 1-7.
* For Step 1: Type in “University of Southern Mississippi” as your institution or organization.
* For Steps 2-6: enter personal information. (USM-ASSIGNED EMAIL ADDRESS MUST BE ENTERED)
* On Step 7: Choose the following courses suited to your program requirements, then click on submit:
  + Question 1 - Common Course (Choose the course relevant to your status: graduate student, faculty, undergraduate, or staff)

**If you are involved in research with animals:**

* + Question 3 – Animal Subjects Research Course

**If you are involved in research with humans:**

* + Question 4 – Human Subjects Research Course
  + Click Complete Registration, and then click Finalize Registration. This will take you to a page with courses ready to begin.
* Under the University of Southern Mississippi, you will see the courses you have selected. The Common Course module titles are:
* Introduction to RCR
* Authorship
* Collaborative Research
* Conflicts of Interest and Commitment
* Data Management
* Mentoring and Healthy Research Environments
* Research Misconduct
* Plagiarism
* Research, Ethics, and Society
* The Human Subjects Research module titles are:
* Belmont Report and Its Principles
* Students in Research
* History and Ethical Principles
* Defining Research with Human Subjects
* The Federal Regulations
* Assessing Risk
* Informed Consent
* Research with Prisoners
* Unanticipated Problems and Reporting Requirements in Social and Behavioral Research
* Click on the course title to begin the course.
* Follow the instructions for each module. Some of the modules will be informative only but most will require a short quiz at the end.

NOTE: The University of Southern Mississippi’s passing mark is set to 85% summed across all modules. To see your score, once you have completed the quiz, click on “**Go to the Gradebook for this quiz”.** You may re-take modules with a low score to earn a passing score.

1. Call Lisa Wright @ 601-266-5997 or email @ [lisa.a.wright@usm.edu](mailto:lisa.a.wright@usm.edu) with questions.

**NOTE: Graduate Students – All new students should upload their CITI results to the Graduate Student Orientation module in Canvas. Current students should email their CITI results to the Graduate School (**[**graduateschool@usm.edu**](mailto:graduateschool@usm.edu)**).**

Last Updated: 9/12/2023