

# **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 login.
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 you 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 basic/common module titles are:
* Introduction to RCR
* Authorship
* Collaborative Research
* Conflicts of Interest
* Data Management
* Mentoring
* Research Misconduct
* Plagiarism
* Research, Ethics and Society
* The human subjects module titles are:
* The University of Southern Mississippi
* 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; most will require a short quiz at the end.

NOTE: The University of Southern Mississippi’s passing mark is set to 85% summed across for 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 Jo Ann Johnson @ 601-266-5997 or email @ joann.johnson@usm.edu with questions.

**NOTE: Graduate Students – once you have completed the course, please email your degree auditor the link or PDF to the Completion Report.**

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