

CITI TRAINING FOR SUMMER RESEARCH STUDENTS [updated Summer 2022]

Registering for CITI Training

1. Go to <https://about.citiprogram.org/>
2. If you have not yet created a CITI account, click the “Register” button.
 - a. If you have already registered for a CITI account, click the “Log In” button instead and use your CITI login (most likely your @allegheny.edu email address) and password.
3. Under the “Select Your Organization Affiliation” section, type in “Allegheny College”. As you type this in, Allegheny College should appear in the drop-down box. Select “Allegheny College”
4. Place a checkmark next to the following boxes as they appear:
 - a. I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
 - b. I affirm that I am an affiliate of Allegheny College.
5. Click on the button to continue to create your login/password.
6. Provide your Name and @allegheny.edu email address and click Continue to Step 3
7. Create a username and password (please save this information) as well as a Security Question and an answer to your Security Question (please also save this information. Click Continue to Step 4.
8. Enter your Country of Residence and select whether you would like CITI to contact you regarding CITI programming information (you are not required to select yes). Click Continue to Step 5.
 - a. Note: this information is collected and used by CITI and is not collected or viewed by Allegheny College.
9. On Step 5 you will be asked whether you would like to receive Continuing Education Unit (CEU) credits for the courses that you complete. Allegheny College does not require you to receive CEUs and thus you should select “No”. Click Continue to Step 6.
10. Complete the required information in Step 6 (using the same email address that you used in Step 2). *Students should select the **Student Researcher – Undergraduate** category from the drop-down box for “Role”.* Click Continue to Step 7.

Selecting and Completing the Appropriate CITI Courses

Once you have registered for a CITI account, you’ll be taken to a screen in which you’ll answer a series of questions that will help you determine the type of CITI courses that you need to complete. Allegheny College undergraduate students participating in paid research supported either by the college with internal funding sources (e.g., the collaborative summer Student-Faculty Research Program) or by external sources such as grants must participate in training in the Responsible Conduct of Research (RCR) course (Answer “yes” to this question). To receive certification for successfully completing the RCR training modules, you must have an overall score of 80%. You may retake a module as often as you wish, until you reach 80% correct answers. Once you have completed the RCR course (by successfully completing all the individual modules with a score of 80% or higher), you will have the option of printing a completion certificate – you don’t need to do this because the URSCA Director can view your module completion dates and whether you passed a module online (individual scores and number of attempts will not be reported to Allegheny administrators). Students must take the RCR course every three years.

The Office of URSCA recommends that you start by completing the RCR course and consult your faculty mentor about other courses that might be necessary to obtain IRB or ARC approval.

If you have questions, please consult with your faculty research mentor or contact Dr. Matt Venesky, Director of URSCA (mvenesky@allegheny.edu).