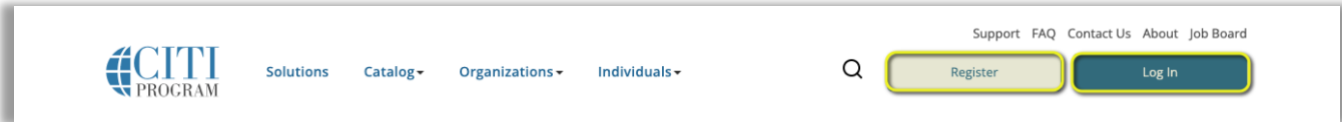
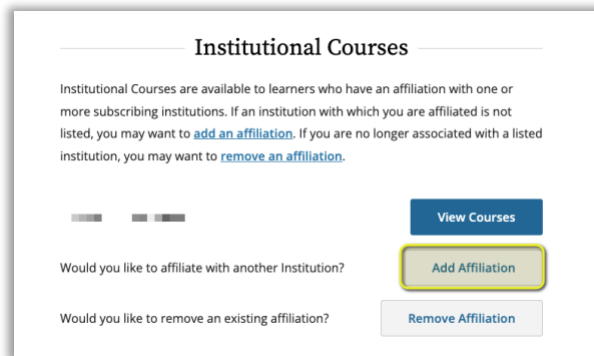


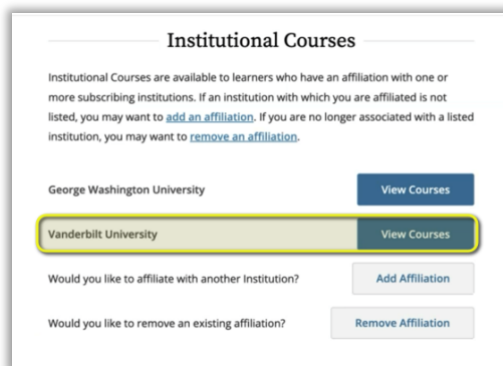
- 1) Go to <https://about.citiprogram.org>
 - a) If you have **not registered before**, then click on the white “**Register**” button located at the top right corner of the CITI program page.
 - i) Please use your **@vanderbilt.edu** email address to set up your CITI account.
 - b) If you **have registered** previously, then click on the blue “**Log in**” button located at the top right corner of the CITI program page.
 - i) Please make sure that your **@vanderbilt.edu** email address is your primary email in your CITI account.



- 2) Once registered & logged in:
 - a) There is a section called “**Institutional Courses**”
 - b) If Vanderbilt University **is not listed**, then click on the white button: **Add Affiliation** – located next to the question: “Would you like to affiliate with another institution?”
 - i) Follow the prompts to add **Vanderbilt University** as your institutional affiliation



- c) If/once Vanderbilt University **is listed**, then there will be a blue button: **View Courses** available to click on – click on it.
 - i) If you have not accessed CITI lately, you may be asked to review your **Profile**. Review it, make any updates, then click on the blue button: **Update**.



- d) After clicking on **View Courses**, you are taken to your **Vanderbilt University** courses page. You may have up to three sections: “**Active Courses**,” “**Courses Ready to Begin**” and “**Completed Courses**”
 - i) Start by reviewing section **Courses Ready to Begin**:
 - (1) Do you have either of the two below currently listed?
 - (a) if **Group 1. Biomedical Research Investigators and Key Personnel** is available with a blue **Start Now** button, click on the button.
 - (i) This take you to the **Required Modules** page – Step 2.i. below
 - (b) if **Group 2. Social Behavioral Investigators and Key Personnel** is available with a blue **Start Now** button, click on the button.

- (i) This take you to the **Required Modules** page – Step 2.i. below
- (2) If neither option is already available, then scroll down to the bottom of page to the gray box: **Learner Tools for Vanderbilt University**.
 - (a) Click on the “[Add a Course](#)” link

- e) From the **Add a Course** option, you are taken to the a page called: **Select Curriculum** (Vanderbilt University).
 - i) Scroll to the bottom of this page, until you find the statement in green: “**This question is required. Choose one answer.**”
 - (1) Choose: “**Not at this time.**”
 - (2) Click on **Next**
- f) You continue on page: **Select Curriculum** (Vanderbilt University).
 - i) Choose the first option: “**I would like to view courses available for Human Subjects Research**”
 - ii) Click on **Next**

- g) Continuing on page: **Select Curriculum** (Vanderbilt University), you choose to complete the **basic course** or a **refresher course**:
 - i) If you have not taken a Human Subjects Research CITI course before, or you have not taken a Human Subjects Research CITI course for Vanderbilt University before, then choose the 1st option (“I need to complete a basic course.”)
 - ii) If you completed the basic or a refresher course for Vanderbilt University previously, then choose the 2nd option (“I need to complete a refresher course.”)
 - iii) Click on **Next**
- h) Continuing on page: **Select Curriculum** (Vanderbilt University), you choose the group that fits your research activities:
 - i) Please note: **Group 2: Social Behavioral Investigators and Key Personnel is the preferred group to select.**
 - (1) However, if you previously completed the CITI modules for **Group 1: Biomedical Research Investigators and Key Personnel**, then you can continue with Group 1 and complete the refresher course for Group 1.
 - ii) Please note: in **step 2.f.** above, if you chose “basic course” when you have already completed the “basic course” previously, after clicking on **Next**, you will come to a page with the following statement:

- (1) *Your answers to the previous questions have placed you in Group (1 or 2 with group's name), Stage 1. Basic Course. Your previously completed coursework in this group places you in Stage 2. Please choose your proper placement for Group (1 or 2 with group's name).*
- (2) If you continue with **Stage 1. Basic Course**, the system will allow you to re-take the full Basic Course, essentially removing completion of the Basic Course previously completed.
- (3) At this point, if you previously completed the Basic Course for Vanderbilt University, then click on option: **Stage 2. Refresher Course**.
- (4) Click on **Submit**

Select Curriculum
Vanderbilt University

Human Subjects Research
Select the group appropriate to your research activities.
This question is required. Choose one answer.

☒ Group 1: Biomedical Research Investigators and Key Personnel - 4 required modules

☒ Group 2: Social Behavioral Investigators and Key Personnel - 4 required modules

☐ Community Research

☐ GCP and Health Privacy

Your answers to the previous questions have placed you in Group 2.Social Behavioral Investigators and Key Personnel Group, Stage 1. Basic Course. Your previously completed coursework in this group places you in Stage 2. Refresher Course. Please choose your proper placement for Group 2.Social Behavioral Investigators and Key Personnel Group:

☒ Stage 1. Basic Course

☐ Stage 2. Refresher Course

- i) You are taken to page: **Required Modules** (Page Heading: **Group #: Name of Group**)
 - i) Click on the blue **Start** button to complete the first of the required Modules.
 - ii) Complete each of the Modules listed until you have completed them all.
 - iii) There will be content and quizzes to complete for each Module.

After you have completed a basic or refresher course, your course completion will be added to your VERA profile automatically. If you do not have VERA access, please send a copy of your CITI certificate to the study PI to include in the IRB submission.