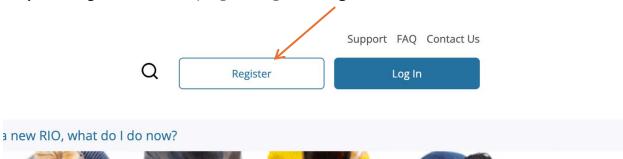


UWG Institutional Review Board

1601 Maple Street Carrollton, GA 30118 irb@westga.edu

Begin by Registering with CITI. If you already have an account, skip down to the Log In instructions beginning on page 6.

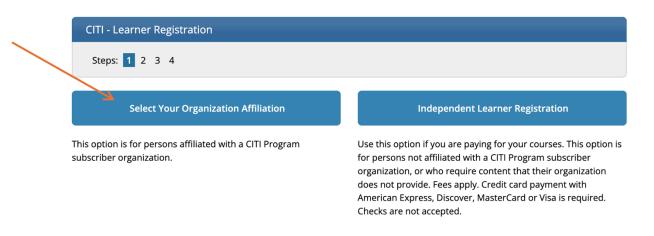
Step 1: Navigate to www.citiprogram.org and "Register"



Click "Select Your Organization Affiliation"



LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

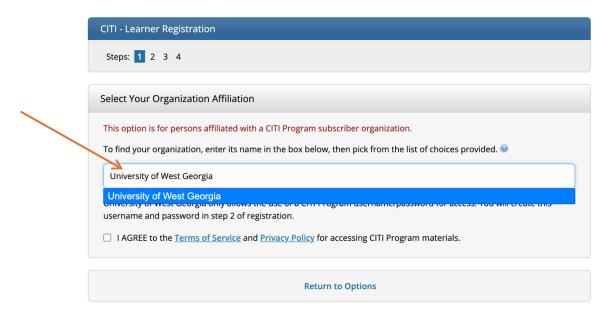


New to the CITI Program? Read the <u>getting started guide</u> or watch the <u>getting started video</u>.

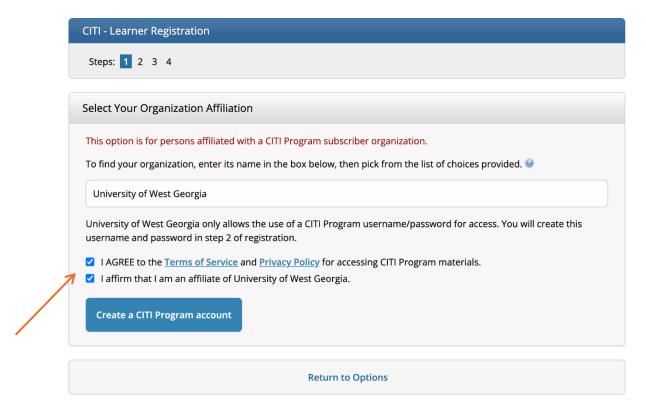
Need Help? <u>Support Center</u> <u>Status Page</u>

Type in University of West Georgia then select it in the list of choices that appear.



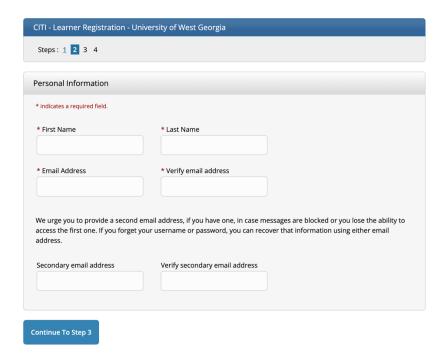


Once you choose University of West Georgia, click "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials" and "I affirm that I am an affiliate of University of West Georgia." Then, you'll be able to "Create a CITI Program account."

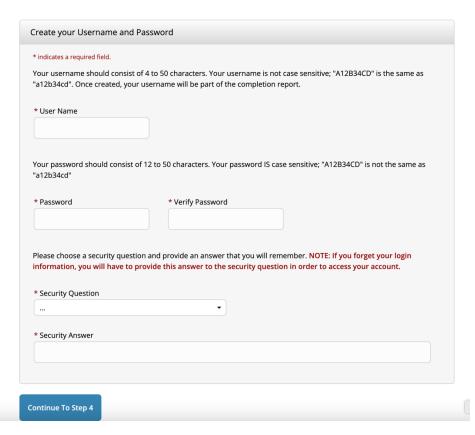




Step 2: Type in your Personal Information then continue to Step 3.

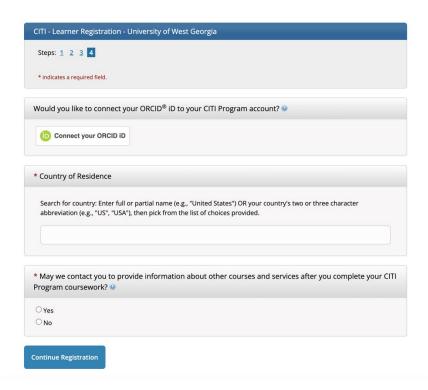


Step 3: Create your Username and Password then continue to Step 4.

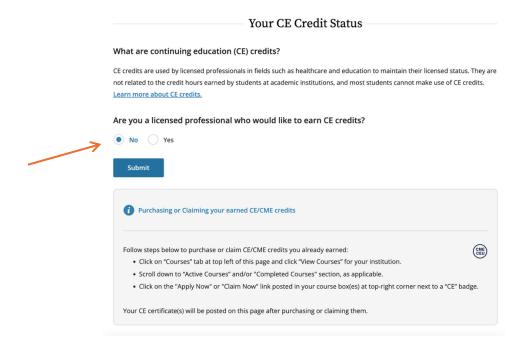




Step 4: Unless you've published something, you do not have an ORCID iD, so do not worry about connecting one. Choose your "**County of Residence**" and choose whether you want CITI to "provide information about other courses and services after you complete your CITI Program coursework." Then choose "**Continue Registration**."



Your CE Credit Status: If you are not a licensed professional, so click "No" and "Submit"



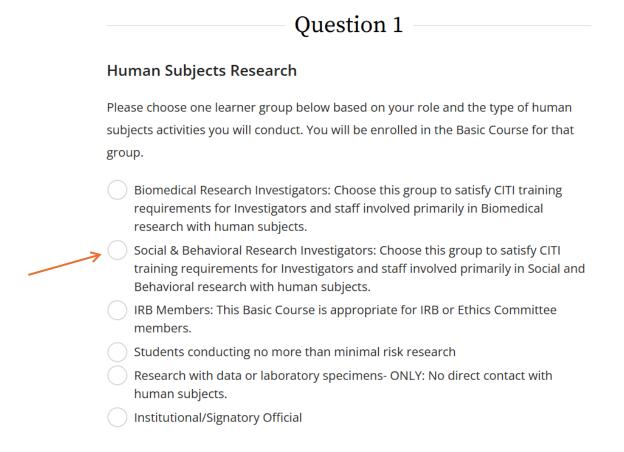


Affiliate with an Institution: Follow the instructions to affiliate with University of West Georgia including your language preference, email address, etc. Choose your appropriate role.

You will now be able to "Select Curriculum."

Question 1 (Human Subjects Research): Choose "**Social & Behavioral Research Investigators**" This is the first required CITI course to be a PI, co-PI, faculty advisor, or student PI on any research project. In other situations, the following may be appropriate:

- 1. If you are conducting biomedical research, choose "Biomedical Research Investigators"
- 2. If you are a student completing a research project under a faculty PI or conducting data collection for a class project, select "Students conducting no more than minimal risk research"





Question 2 (Public Health Research): Choose "Not at this time" if you are not doing public health research.

| | Question 2 | |
|--|---|--|
| | Public Health Research | |
| | Please make your selection below if you wish to be enrolled in the Public Health Research course. | |
| | Public Health Research Not at this time. | |
| Question 3 (GCP): Choose "Not at this time." | | |
| | Question 3 | |
| | If you want to take Good Clinical Practice (GCP) please make your selection below. | |
| | Good Clinical Practice (GCP) | |
| > | Not at this time. | |

Question 4 (Responsible Conduct of Research): Choose "Social and Behavioral Responsible Conduct of Research Course." This is the second required CITI course to be a PI, co-PI, faculty advisor, or student PI on any research project. In other situations, the Responsible Conduct of Research course aligned with your field (e.g. biomedical, humanities) may be appropriate.



| | Question 4 | |
|--|---|--|
| | Responsible Conduct of Research | |
| | Please make your selection below to receive the courses in the Responsible Conduct of Research. | |
| | Biomedical Responsible Conduct of Research Course | |
| | Social and Behavioral Responsible Conduct of Research Course | |
| | Physical Science Responsible Conduct of Research Course | |
| | Humanities Responsible Conduct of Research Course | |
| | Responsible Conduct of Research for Engineers | |
| | Responsible Conduct of Research for Administrators | |
| | Not at this time. | |
| Question 5 (Col) : If you know you have a conflict of interest, choose "Yes" to add the course. Otherwise, choose "No." When your application is reviewed, if the IRB determines that you need to take this course, we will tell you in a revisions letter. | | |
| | Question 5 | |
| Woul | d you like to take the Conflicts of Interest course? | |
| This q | uestion is required. Choose one answer. | |
| O ' | ⁄es | |
| | No | |

Question 6 (Laboratory Animal Welfare): Choose "Not at this time."

Question 7 (FERPA): If you are designing a study using student private records, choose "Yes" to add the course. Otherwise, choose "Not at this time." When your application is reviewed, if the IRB determines that you need to take this course, we will tell you in a revisions letter.



Click "**Submit**." These courses will now appear in your CITI account and you may complete the modules. A certificate of completion must be submitted with your IRB application.

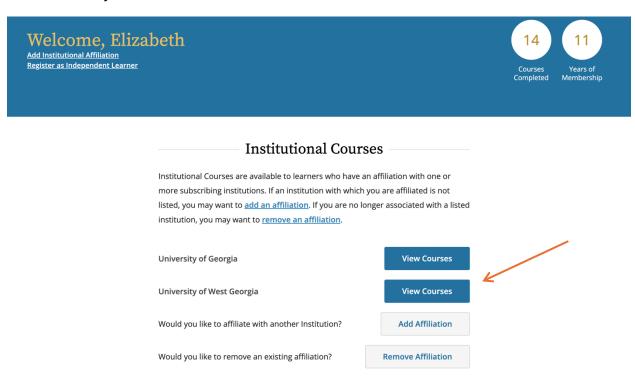


LOG IN: If you already have a CITI account, you'll just be able to login to CITI.



New to the CITI Program? Read the <u>getting started guide</u> or watch the <u>getting started video</u>.

For those who did not register, once you login, you can navigate to "**View Courses**" affiliated with your institution.



At the bottom of the page, there will be an option for "Learner Tools for University of West Georgia." In that menu, you'll choose "Add a Course."



Learner Tools for University of West Georgia

- Add a Course
- Remove a Course
- <u>View Previously Completed Coursework</u>
- <u>Update Institution Profile</u>
- View Instructions Page
- Remove Affiliation

You will now be able to "Select Curriculum." Follow the instructions beginning on page 5.