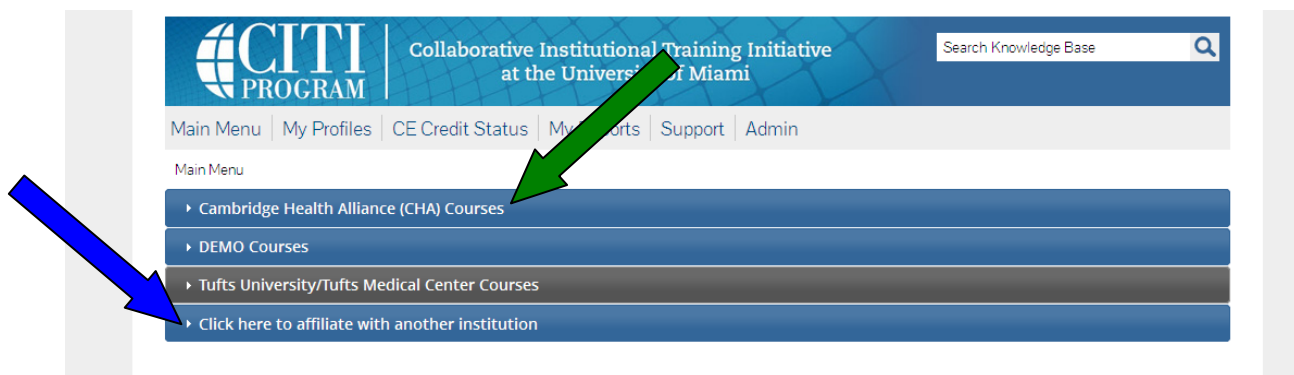


If you previously registered with CITI, go to the [CITI homepage](#) and login with your existing user name and password. If you have not previously registered with CITI please refer to the instruction sheet for new users. **NOTE:** The CHA IRB office does not have access to your existing user name and password. You will need to [contact CITI directly for this information](#).



It is important that you are affiliated with CHA to complete the required institutional modules. You can verify you are affiliated with CHA if you see “Cambridge Health Alliance (CHA) Courses” as below (green arrow):



If you do not see that language select “Click here to affiliate with another institution” (blue arrow above) to link to CHA; it will take you to the following screen....

...where you need to enter “Cambridge Health Alliance (CHA)”:

The screenshot shows the CITI Program website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar labeled 'Search Knowledge Base' is on the right. Below the header is a navigation menu with links: Main Menu, My Profiles, CE Credit Status, My Reports, Support, and Admin. A breadcrumb trail reads 'Main Menu > My Profile > Affiliate with New Institution'. The main content area is titled '* Select Your Organization Affiliation'. It includes a note '* Indicates a required field.' and a search prompt 'Search for organization: Enter full or partial name'. A search input field contains the text 'Camb', and a dropdown menu shows two suggestions: 'Cambridge Health Alliance (CHA)' and 'Harvard University (Cambridge/Allston campus)'. The first suggestion is highlighted.

Complete the subsequent pages until you arrive at this screen...

The screenshot shows the CITI Program website interface at a later stage. The header and navigation menu are the same. The main content area is titled 'CITI - Learner Registration - Cambridge Health Alliance (CHA)'. Below this is a progress bar with steps 1 through 7, where step 7 is highlighted. The section is titled 'Select Curriculum' and includes the same note '* Indicates a required field.' and a paragraph: 'You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click [here](#) to review the Cambridge Health Alliance (CHA) instructions page.' Below this is 'Question 1' titled 'Human Subjects Research'. The question text is: 'Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.' Below the question is a green prompt 'Choose one answer'. There are five radio button options: 'Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.', 'Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.', 'IRB Members: This Basic Course is required for new IRB members.', 'IRB Members: 2013 Continuing Education', and 'IRB Members: 2014 Continuing Education'. Below these is 'Question 2' which is partially visible.

...and select your “Learner Group” in question 1.

Complete the remainder of the page based on your interests. Some industry sponsors require researchers to complete GCP training. If applicable, check with the sponsor to see if this is required of you. The CITI GCP training satisfies most industry sponsors’ requirements:

* Question 3

Good Clinical Practice course

Please select the Good Clinical Practice course that you will like to review.

Choose all that apply

☐

 Good Clinical Practice Course, US FDA Focus

☐

 Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).

☐

 Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)☐

Question 4

Health Information Privacy and Security (HIPS)

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

Choose all that apply

You will arrive at this screen...click “Cambridge Health Alliance (CHA) Courses” to expand the section...

CITI PROGRAM

Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu

My Profiles

CE Credit Status

My Reports

Support

Main Menu

✔ Your registration has been completed successfully.

▶ Cambridge Health Alliance (CHA) Courses

▶ Click here to affiliate with another institution

...to see the modules you selected for completion:

| CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami | | | |
|---|-------------|-------------------|--------|
| Main Menu My Profiles CE Credit Status My Reports Support | | | |
| Main Menu | | | |
| ✔ Your registration has been completed successfully. | | | |
| ▼ Cambridge Health Alliance (CHA) Courses | | | |
| Course | Status | Completion Report | Survey |
| COI - Conflicts of Interest Institution-Specific Policies | Not Started | Not Earned | |
| COI - Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules | Not Started | Not Earned | |
| COI - Institutional Responsibilities as They Affect Investigators | Not Started | Not Earned | |
| Social & Behavioral Research - Basic/Refresher | Not Started | Not Earned | |

You'll need to click, read, and agree to "The Integrity Assurance Statement" before you can complete the modules:

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Course Social & Behavioral Research - Basic/Refresher

Social & Behavioral Research - Basic/Refresher - Basic Course

To pass this course you must:

- Complete all 8 required modules
- Achieve an average score of 80% on all quizzes

Your Current Score: **0%**

You have unfinished modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

| Required Modules | | |
|--|----------------|----------|
| | Date Completed | Score |
| Belmont Report and CITI Course Introduction (ID: 1127) | Incomplete | 0/0 (0%) |
| Students in Research (ID: 1321) | Incomplete | 0/0 (0%) |

You can then begin to complete the modules by clicking each activated link:

To pass this course you must:

- Complete all 8 required modules
- Achieve an average score of 80% on all quizzes

Your Current Score: **0%**

You have unfinished modules remaining

| Required Modules | | |
|---|----------------|----------|
| | Date Completed | Score |
| Belmont Report and CITI Course Introduction (ID: 1127) | Incomplete | 0/0 (0%) |
| Students in Research (ID: 1321) | Incomplete | 0/0 (0%) |
| History and Ethical Principles - SBE (ID: 490) | Incomplete | 0/0 (0%) |
| The Regulations - SBE (ID: 502) | Incomplete | 0/0 (0%) |
| Informed Consent - SBE (ID: 504) | Incomplete | 0/0 (0%) |
| Research and HIPAA Privacy Protections (ID: 14) | Incomplete | 0/0 (0%) |
| Conflicts of Interest in Research Involving Human Subjects (ID: 488) | Incomplete | 0/0 (0%) |
| Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928) | Incomplete | 0/0 (0%) |

You must click the "Submit" button on each quiz page to receive a score and save it to the program. If you exit the quiz without doing so, you will have to take the quiz again; an incomplete status will appear in the completed module summary. You will not be able to advance to the next module until you have taken the quiz and saved it. The minimum passing score for a quiz is 80%.

After you submit each quiz, at the bottom of the page you will be prompted to continue to the next module:

Take the next required module : [Students in Research](#)

[Return to the module list for this course](#)

[View this module again and re-take the quiz. Note: You can re-take this quiz until your Completion Report is issued.](#)

[Submit a comment about this exam](#)

[Go to the Main Menu](#)

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As you complete the modules you can view a summary of the modules completed, including scores, and courses remaining to be completed by clicking “My Reports” at the top of any page...

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

[Main Menu](#) [My Profiles](#) [CE Credit Status](#) [My Reports](#) [Support](#)

...and under the heading “Completed Modules” click “View”...

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

[Main Menu](#) [My Profiles](#) [CE Credit Status](#) [My Reports](#) [Support](#) [Admin](#)

[Main Menu](#) > [Previously Completed Coursework](#)

▼ **Cambridge Health Alliance (CHA) Reports**


Biomedical Research - Basic/Refresher

| Biomedical Research - Basic/Refresher | | | | | | | | |
|---------------------------------------|---------------------|---------------|------------|------------|-----------------|-----------------|----------------------|----------------------|
| Stage | Completion Report # | Passing Score | Your Score | Start Date | Completion Date | Expiration Date | Completed Modules | Completion Report |
| Basic Course | 8752914 | 80% | 89% | 03/09/2006 | 07/19/2012 | 07/19/2015 | View | View |

Social & Behavioral Research - Basic/Refresher

| Social & Behavioral Research - Basic/Refresher | | | | | | | | |
|--|---------------------|---------------|------------|------------|-----------------|-----------------|----------------------|----------------------|
| Stage | Completion Report # | Passing Score | Your Score | Start Date | Completion Date | Expiration Date | Completed Modules | Completion Report |
| Basic Course | 8753093 | 80% | 93% | 03/09/2006 | 08/20/2012 | 08/20/2015 | View | View |

...and your summary, including scores, will be displayed:

Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [CE Credit Status](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [Course Social & Behavioral Research - Basic/Refresher](#)

Social & Behavioral Research - Basic/Refresher - Basic Course

To pass this course you must:

- Complete all 8 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

Your Current Score


100%

Required Modules

| | Date Completed | Score |
|--|----------------|------------|
| Belmont Report and CITI Course Introduction (ID: 1127) | 02/10/14 | 3/3 (100%) |
| Students in Research (ID: 1321) | Incomplete | 0/0 (0%) |
| History and Ethical Principles - SBE (ID: 490) | Incomplete | 0/0 (0%) |
| The Regulations - SBE (ID: 502) | Incomplete | 0/0 (0%) |

When **all** modules are completed, on the “My Reports” page, under the heading “Completion Report” click “View” to print and download a copy of your completion report.

It is important that you keep a copy for yourself and give a copy to the PI for each study with which you are involved. These records are subject to audit.

Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [CE Credit Status](#) | [My Reports](#) | [Support](#) | [Admin](#)

[Main Menu](#) > [Previously Completed Coursework](#)

Cambridge Health Alliance (CHA) Reports

Biomedical Research - Basic/Refresher

| Biomedical Research - Basic/Refresher | | | | | | | | |
|---------------------------------------|---------------------|---------------|------------|------------|-----------------|-----------------|----------------------|----------------------|
| Stage | Completion Report # | Passing Score | Your Score | Start Date | Completion Date | Expiration Date | Completed Modules | Completion Report |
| Basic Course | 8752914 | 80% | 89% | 03/09/2006 | 07/19/2012 | 07/19/2015 | View | View |

Social & Behavioral Research - Basic/Refresher

| Social & Behavioral Research - Basic/Refresher | | | | | | | | |
|--|---------------------|---------------|------------|------------|-----------------|-----------------|----------------------|----------------------|
| Stage | Completion Report # | Passing Score | Your Score | Start Date | Completion Date | Expiration Date | Completed Modules | Completion Report |
| Basic Course | 8753093 | 80% | 93% | 03/09/2006 | 08/20/2012 | 08/20/2015 | View | View |



After you have completed the required modules, CHA makes many optional modules available to researchers, which may be accessed by clicking “View” under “Completed Modules”...

Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support | Admin

Main Menu > Previously Completed Coursework

Cambridge Health Alliance (CHA) Reports

Biomedical Research - Basic/Refresher

| Stage | Completion Report # | Passing Score | Your Score | Start Date | Completion Date | Expiration Date | Completed Modules | Completion Report |
|--------------|---------------------|---------------|------------|------------|-----------------|-----------------|----------------------|----------------------|
| Basic Course | 8752914 | 80% | 89% | 03/09/2006 | 07/19/2012 | 07/19/2015 | View | View |

Social & Behavioral Research - Basic/Refresher

| Stage | Completion Report # | Passing Score | Your Score | Start Date | Completion Date | Expiration Date | Completed Modules | Completion Report |
|--------------|---------------------|---------------|------------|------------|-----------------|-----------------|----------------------|----------------------|
| Basic Course | 8753093 | 80% | 93% | 03/09/2006 | 08/20/2012 | 08/20/2015 | View | View |

CHA encourages all researchers to avail themselves of the additional research education opportunities available in CITI, at CHA, and through our affiliates. The courses you have already completed, including the date and score, are also listed on this screen:

Social & Behavioral Research - Basic/Refresher - Basic Course

Note: Your completed gradebook is provided for your general interest and suggested reading only!

You do not receive "extra credit" for completing them.
They do not show up on any completion reports.
They will be credited in a grade book if you subsequently enroll in a course that includes them.

Your Score
93%

| Modules | Already Taken? | Score |
|---|----------------|------------|
| Research in Public Elementary and Secondary Schools - SBE (ID: 508) | 12/06/13 | 4/4 (100%) |
| The IRB Administrator's Responsibilities (ID: 13813) | 08/20/12 | 5/5 (100%) |
| Research and HIPAA Privacy Protections (ID: 14) | 08/20/12 | 4/5 (80%) |
| Hot Topics (ID: 487) | 08/20/12 | -- |
| Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928) | 08/20/12 | 3/3 (100%) |
| Unanticipated Problems and Reporting Requirements in Biomedical Research (ID: 14777) | 07/19/12 | 5/6 (83%) |
| Students in Research (ID: 1321) | 07/19/12 | 9/10 (90%) |
| I Have Agreed to be an IRB Community Member. Now What? (ID: 13018) | 07/19/12 | 5/5 (100%) |
| International Studies (ID: 971) | 07/08/09 | 1/1 (100%) |
| History and Ethical Principles - SBE (ID: 490) | 03/09/06 | 4/5 (80%) |
| Internet Research - SBE (ID: 510) | 01/30/14 | 5/5 (100%) |
| Vulnerable Subjects - Research Involving Workers/Employees (ID: 483) | 01/30/14 | 4/4 (100%) |
| Avoiding Group Harms - U.S. Research Perspectives (ID: 14080) | Optional | -- |
| Avoiding Group Harms - International Research Perspectives (ID: 14081) | Optional | -- |
| Cultural Competence in Research (ID: 15166) | Optional | -- |