

CITI Training Instructions

All required training is provided as a web-based tutorial offered through the Collaborative Institutional Training Initiative (CITI Program). After finishing the required courses, please keep a copy of each training certificate for your records as the IRB does not keep copies of the certificates and you will be required to submit your certificate along with your application.

Go to www.citiprogram.org and click on the "Register" button located in the blue login box to the right of the home page. Please follow the instructions below to register.

Step 1: Select your Organization Affiliation- Select 'Manhattan College' from the drop-down list. Click 'Continue to Create Your CITI Program Username/Password.'

Step 2: Complete Personal Information Profile- Please use your Manhattan e-mail address. Then proceed to 'Continue to Step 3'.

Step 3: Create you CITI Username and Password

Step 4: Choose 'USA' for Country of Residence

Step 5: Select 'No' to the question about obtaining Continuing Education Unit (CEU) credit for completed CITI Program courses.

Step 6: Please complete the institution information page as requested by Manhattan College.

Step 7: Select Curriculum- For Question 1 entitled 'Human Subjects Research', please select answer # 2, 'Social & Behavioral Research Investigators'. This applies to Primary Investigators, Co-Primary Investigators and both Undergraduate and Graduate students at Manhattan College. Skip to Question 5 and select answer # 4, 'Not at this time'.

Step 8: Finalize Registration.

Step 9: Complete all modules under Social & Behavioral Research.