CITI Program Training
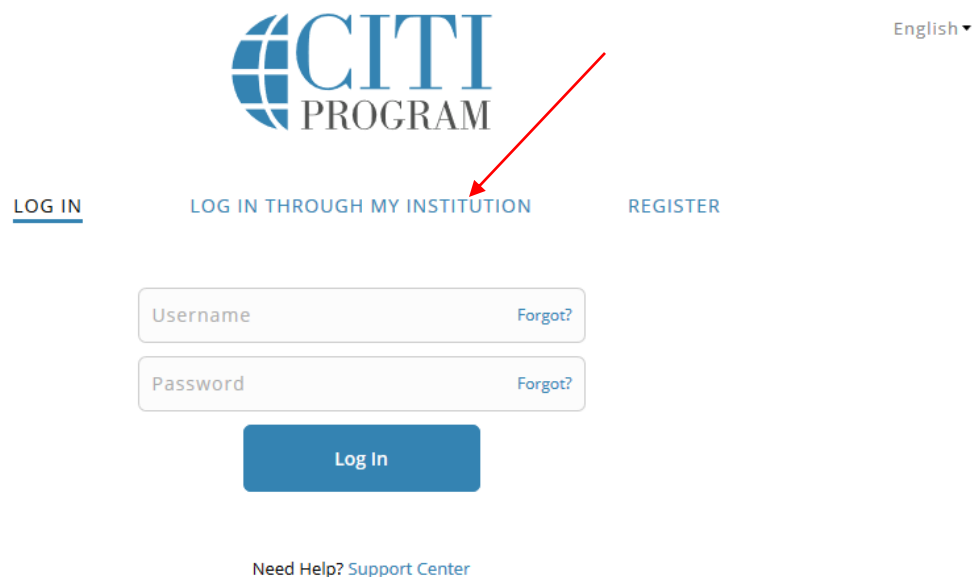
(Note: Before getting started on CITI training, investigators are encouraged to review the CPHS Training Policy.)

1) Go to https://www.citiprogram.org. Click on "Log In."

2) Select "Log In Through my Institution" (or "Log In" if an account has already been created).

3) Select University of California, Berkeley from the list of organizations.

4) Enter your CalNet ID and password (you will be prompted to enter this information after you select University of California, Berkeley from the list of organizations).

5) Click on University of California, Berkeley Courses.

6) Click "Add a Course."

7) You will then be asked a series of enrollment questions:

Question 1

Will you be engaged in human subjects research?

- [ ] Not involved in human subjects research.
  If yes, select the group(s) appropriate to your research activities. Check all that apply.
- [x] **Group 1: Biomedical Research Investigators**
- [x] **Group 2: Social and Behavioral Research Investigators**
- [ ] Group 3: OPHS Staff *(only)*
- [ ] Essentials of Human Subjects Research
- [ ] Group 4: CPHS (IRB) Members *(only)*
  Spanish language courses:
- [ ] Group 1 Biomedical Research Investigators- Spanish
- [ ] Group 2 Social and Behavioral Research Investigators- Spanish

Question 1: Select the course most germane to your research. Either Group 1, Biomedical or Group 2, Social Behavioral is required when applying for CPHS review. "Essentials of Human Subjects Research" is an optional course that will not fulfill CPHS's training requirement.

Question 2

Will you be using vertebrate animals in research or teaching?

- [x] **Not using animals in research or teaching.**
  If yes, **select the group(s) appropriate to your research activities. Check all that apply.**

Question 3

Are you supported by NSF, USDA/NFIA or NIH Funding?

☐ Not supported by any of these funding agencies.

☐ No, but I am a Research Administrator at UC Berkeley *(optional course for staff only)*.
If yes, see the UCB Instructions for more detail about who must take Responsible Conduct of Research (RCR) training. Then, if training is required please select the discipline modules most appropriate to your research activities. Check all that apply.

☐ Biomedical Responsible Conduct of Research Course

☐ Responsible Conduct of Research for Engineers

☐ Humanities Responsible Conduct of Research Course

☐ Physical Science Responsible Conduct of Research Course

☐ Social and Behavioral Responsible Conduct of Research Course
Spanish language course:

☐ Responsible Conduct of Research (RCR) - Spanish

Question 3: Responsible Conduct of Research (RCR) is required for ALL students, postdocs, faculty and other senior personnel supported by an NSF project. See https://rac.berkeley.edu/rcr.html for additional information. CPHS does *not* review RCR training completion reports as part of the eProtocol application.

Question 4

Would you like to take the Conflicts of Interest course?

○ Yes
○ No

Question 4: This course is optional. If you have a potential conflict of interest, contact coi-team@berkeley.edu for further guidance.

Question 5

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

- ( ) Group 1: Clinical Trials - FDA Focus - Investigators and/or Team Members
- ( ) Group 2: Clinical Trials - ICH Focus - Investigators and/or Team Members
- ( ) Group 3: Clinical Investigations of Devices - Investigators and/or Team Members
- ( ) GCP – Social and Behavioral Research Best Practices for Clinical Research
  Spanish language courses:
- ( ) Good Clinical Practice Course (US FDA focus) - Spanish
- ( ) GCP Course for Trials With Investigational Drugs (international/ ICH focus) - Spanish
- ( ) GCP Course for Clinical Trials Involving Investigational Medical Devices - Spanish
- ( ) Not at this time.

Question 5: GCP training is only required for research involving NIH-funded clinical trials or, in certain circumstances, FDA-regulated research.

Question 6

DoD

If you would like to register for a DoD course, please select the appropriate option below.

- ( ) DoD course for Social and Behavioral Research Investigators
- ( ) DoD course for Biomedical Research Investigators

Question 6: DoD course completion is required for those who will be engaged in DoD-supported human subjects research.

Question 7

Export Compliance

If you would like to register for the Export Compliance course, please select the appropriate option below.

○ Export Controls
○ Not at this time.

Question 7: This course is optional. If you have questions about export controls, contact ec-team@berkeley.edu.

Question 8

Stem Cell Research

Would you like to take the Stem Cell Research Oversight Course?

○ Stem Cell Research Oversight
○ Not at this time.

Question 8: This course is optional. See Stem Cell Research for additional information.

Question 9

Health Privacy(HIPAA)

Make a selection below if you need to complete the HIPAA course.

○ HIPAA
○ Not at this time.

Question 9: This course is required if you are accessing and/or creating protected health information (PHI) as defined by the Health Insurance Portability and Accountability Act (HIPAA).

Question 10

Biosafety/Biosecurity

Please make your selection(s) below to enroll the Biosafety/Biosecurity Course.

- [ ] Basic Introduction to Biosafety
- [ ] Biosafety Officer Training
- [ ] Initial Biosafety Training
- [ ] Biosafety Retraining
- [ ] Animal Biosafety
- [ ] Shipping and Transport of Regulated Biological Materials
- [ ] OSHA Bloodborne Pathogens
- [ ] Select Agents, Biosecurity, and Bioterrorism
- [ ] Emergency and Incident Response to Biohazard Spills and Releases
- [ ] NIH Recombinant DNA Guidelines
- [ ] Personal Protective Equipment
- [ ] Human Gene Transfer
- [ ] Nanotechnology
- [ ] Institutional Biosafety Committee Member Training
- [ ] Dual Use Research of Concern (DURC)
- [ ] USDA Permits
- [ ] Hazard Communication

Question 10: These courses are optional. For information on Biosafety/Biosecurity courses, including any required courses/trainings, please contact: bso@berkeley.edu

Question 11

Webinars

CITI Program offers webinars that reflect current topics important to our learners. These topics come from the range of CITI Program's catalog of courses and are presented by experts. Please choose the webinar(s) you would like to review. You may skip this question if you do not wish to review any webinars at this time. **NOTICE: These webinars are optional learning and do not replace your organization's training requirements** <

Question 11: The webinars are optional. Feel free to select and watch the growing list of webinar offerings.

Submit

8) Submit your course selections.

✅ You are now enrolled in the course(s) you selected.

9) Scroll and then select the appropriate course (most germane to your research) to start your training. E.g.:

Main Menu

✅ Your request has been successfully submitted.

▼ **University of California, Berkeley Courses**

Course	Status	Completion Report	Survey
Group 1 Biomedical Research Investigators	Not Started	Not Earned	
Group 2 Social and Behavioral Research Investigators	Not Started	Not Earned	

10) When you've completed the required coursework, save a PDF copy of your CITI Completion Report.