

Log-In Instructions for Citiprogram Responsible Conduct of Research Training

1. Go to the external-based website www.citiprogram.org
2. If you have already used CITI for animal training, use your existing username and password, and select “Add a course...” from your homepage (see #8 below).
3. If you have not used CITI before, click on the “Register” Link on the home page
4. Select “University of California, Santa Barbara” from the “drop down list of **Participating Institutions** in Step 1.
5. It is recommended that your username be a combination of your first and last name (for example, johnsmith or jsmith), or another user name that is easy to remember.
6. Use your UCSB email address as the preferred email address.
7. On the Member Information Page, for “Role in Human Subjects”, choose the field that most closely relates to your research status (disregard the Human Subjects part). For example, if you are an undergraduate working in a laboratory, select “Student Researcher-Undergraduate.” For “Which Course Do you Plan to Take” select “**Responsible Conduct of Research**”
8. On the Curriculum Page, select the coursework most relevant to your area of research in order to satisfy your training requirements. Choose either the **Biomedical** or **Social and Behavioral** Responsible Conduct of Research Course. (If one of the other RCR courses is more closely related to the work you conduct under your NSF funding, you may choose one of the other options.)

If you have taken CITI RCR training at another institution, follow these instructions to transfer your completion credit to UCSB:

1. Go to the external-based website www.citiprogram.org
2. If you have previously completed course work through Citiprogram while at another University, you may transfer your completed work to UCSB.
3. Log-on as a registered user.
4. Once you are on the Main Page, select the red link “Affiliate with another Institution.”
5. Select “University of California, Santa Barbara” from the drop down list of Participating Institutions.
6. Once you have completed your affiliation with UCSB on the Citiprogram website, email Bruce Hanley at hanley@research.ucsb.edu with your name and your faculty advisor’s name.