

The Collaborative Institutional Training Initiative (CITI Program) is recognized by the University of Houston – Downtown in serving some of our research compliance training needs. There are many courses available free of charge to UHD employees including:

- **Human Subjects Research (HSR)** – required for all faculty, staff and students planning to work on human subjects protocols, required as part of new protocol application process – valid for 3 years, with the following versions:
 - SBR Investigators – direct contact with human subjects
 - Life/Physical Science faculty or students – no direct contact with human subjects
 - IRB Committee – for CPHS committee members
- **Responsible Conduct of Research (RCR)** – required for all faculty, staff and students working on external research funding – no expiry date
- **Conflicts of Interest (COI)** - required for all faculty, staff and students working on external research and scholarship funding, DBA/CBA and other research support staff – valid for 4 years
- **Biosafety/Biosecurity** – required for all Biosafety Level 2 laboratory based faculty, staff and students - valid for 1 year

CITI Program Homepage: <https://www.citiprogram.org/>

NEW USERS:

- Go to 'Register' – top right of screen
- Screen 1: 'Select your Organization Affiliation' – type in 'Houston' or 'Downtown' and select 'University of Houston-Downtown' from the dropdown, agree to statements
- Screen 2: Fill in personal information: names, UHD e-mail address, secondary e-mail address
- Screen 3: Create username, password and security question
- Screen 4: Answer questions and make applicable selections
- Screen 5: Answer if you want to collect CME
- Screen 6: select language as English, fill in required info – select role as either 'Principal Investigator' for faculty or 'research administrator' for staff
- Screen 7: select courses that apply, leave others as 'not at this time'
- Complete and Finalize Registration
- Go to 'my courses', UHD 'view courses'
- Required courses should now have been added to your 'My Courses' list for you to complete

EXISTING USERS:

1. Log in with username and password
2. Check that University of Houston – Downtown is already your selected affiliate institution
3. Go to 'my courses', UHD 'view courses', 'add a course' at the bottom of the page

4. Answer the questions for the course areas you wish to take now e.g. Q1: Human Subjects Research, Q2: Responsible Conduct of Research, Q5: Biosafety/Biosecurity, and Q7: Conflicts of Interest. Mark other questions as 'not at this time' or leave blank.
5. Courses should now have been added to your 'My Courses' list for you to complete

If you have a required course to complete, please let ORSP know when finished and/or provide a pdf of the completed course certificate (required for HSR protocols).

If you have any difficulty or questions around completing courses please contact ORSP:
ORSP@uhd.edu - 713-221-5039