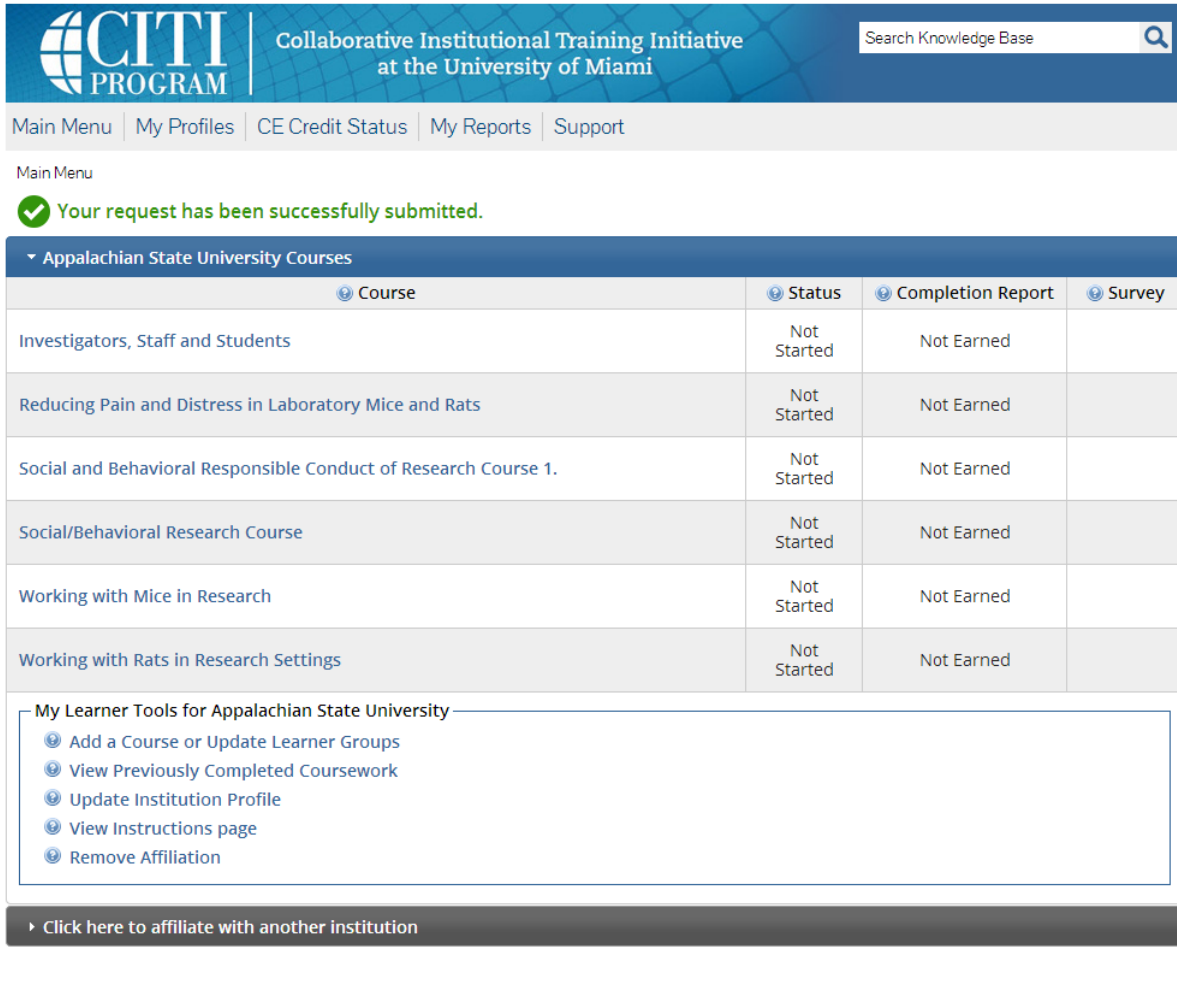


How to Affiliate Your CITI Training Records With a Different Institution

1. Sign into your CITI account and look for the “Click here to affiliate with another Institution” tab.



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 request has been successfully submitted.

Appalachian State University Courses

| Course | Status | Completion Report | Survey |
|---|-------------|-------------------|--------|
| Investigators, Staff and Students | Not Started | Not Earned | |
| Reducing Pain and Distress in Laboratory Mice and Rats | Not Started | Not Earned | |
| Social and Behavioral Responsible Conduct of Research Course 1. | Not Started | Not Earned | |
| Social/Behavioral Research Course | Not Started | Not Earned | |
| Working with Mice in Research | Not Started | Not Earned | |
| Working with Rats in Research Settings | Not Started | Not Earned | |

My Learner Tools for Appalachian State University

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▶ Click here to affiliate with another institution

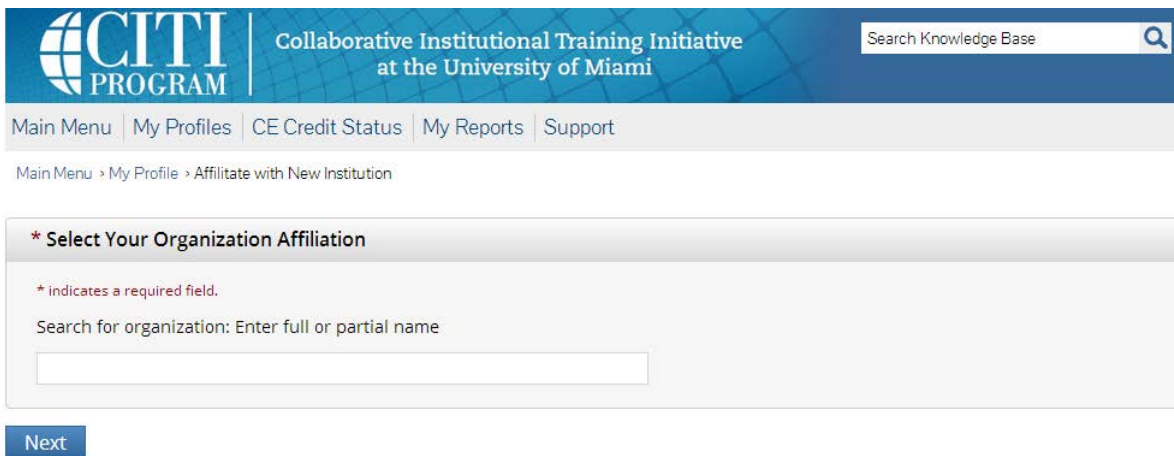
2. A hyperlink will appear under the tab; click the hyperlink.



The screenshot shows the top navigation bar of the CITI PROGRAM website. The header includes the logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". A "Main Menu" dropdown is open, displaying a green checkmark and the message "Your request has been successfully submitted." Below this, there are two menu items: "Appalachian State University Courses" and "Click here to affiliate with another institution". A red arrow points to the second menu item. Below the dropdown, the text "Click here to affiliate with another institution" is visible.

3. If you are new to Appalachian State and have a profile with another institution, select "Appalachian State University" or begin typing "appalachian" which should bring up the university.

Otherwise, enter the name of the institution you would like to affiliate with on your Appalachian State CITI account. Then click Next.



The screenshot shows the "Select Your Organization Affiliation" form in the CITI PROGRAM interface. The header and navigation menu are the same as in the previous screenshot. The breadcrumb trail reads "Main Menu > My Profile > Affilitate with New Institution". The form title is "* Select Your Organization Affiliation". Below the title, there is a note: "* indicates a required field." The form contains a text input field with the placeholder text "Search for organization: Enter full or partial name". A red arrow points to this input field. At the bottom of the form, there is a blue "Next" button.

4. Your selected institution will have a certain set of required information; fill in requested information. Then click next.

*Please Note: Different institutions may request different information. (We are only using East Carolina University as an example.)

Please provide the following information requested by East Carolina University

* indicates a required field.

Language Preference

* Institutional email address

* Gender

* Highest degree

Employee Number

* Department

* What is your role in research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

Next

5. Enter the type of research you conducted to retrieve the appropriate certifications you completed at your institution. Then click Submit.

Select Curriculum - East Carolina University

* indicates a required field.

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.

[View instructions page](#)

Question 1

Human Subjects Research

Select the group appropriate to your research activities.

Choose one answer

- Group 1: All Biomedical Investigators and Key Personnel
- Group 2: Social / Behavioral Research Investigators and Key Personnel

Question 2

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

Choose one answer

- Group 1: All Biomedical Investigators and Key Personnel
- Group 2: Social / Behavioral Research Investigators and Key Personnel
- I have not previously completed an approved Basic Course.

Responsible Conduct of Research

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- No RCR course needed at this time.

Question 4

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 5

Please make your selection below to receive the CITI US Export Control Regulations course.

Choose one answer

- CITI Export Controls
- Not at this time.

Submit

Appalachian State's Office of Research Protections should now be able to view your completed training.