CITI Training Account and Course Registration

Follow these instructions to sign up for an account with CITI and register for the correct courses.
Using an SMU-networked computer, navigate to CITIProgram.org and select “Register” in the upper right hand corner.
Type “Southern Methodist University” in the “Select Your Organization Affiliation” box. Check the two checkboxes. Click “Continue to Create Your CITI Program Username/Password.”
Enter your personal information and click “Continue to Step 3”

Create your Username and Password and click “Continue to Step 4”

Enter your country of residence and click “Continue to Step 5”

Answer the questions regarding continuing education, surveys, and marketing. Click “Continue to Step 6”
Provide the info requested by SMU. Your selections for “Role in Research” and “What Course Do You Plan To Take?” do not matter. Click “Continue to Step 7”
In the final step, you will select your curriculum. This can be changed at any time. If the training topic doesn’t apply to you, select “Not at this time.” See the following slides for more information about each training topic.
Human Subjects Research

All key personnel on Human Subjects Research projects must complete training before the study can be approved by the IRB. You may customize your training selection based on the type of research you will be performing: “Biomedical Research” or “Social & Behavioral Research.” If the IRB has determined that your research project is eligible for an exemption, you may select the “IRB determined Exempt status” option. Finally, IRB Members will select the “IRB Members” option.
Responsible Conduct of Research

All researchers and students receiving external funding must complete Responsible Conduct of Research training. Select the appropriate training option based on your classification: “Research Faculty & Staff,” “Graduate Research Assistants,” or “Graduate Teaching Assistants.”
Laboratory Animal Research

All animal users must complete the “Animal Users Course.” In addition, you must select additional courses based on the species with which you work. Finally, IACUC members will select the “IACUC Members Course.”
Export Controls

This specialized training is required for personnel included on a Technology Control Plan (TCP) or on a research project related to the transfer of equipment and technology that could be subject to export controls regulations.

* Question 4

Please select your US Export Control Course below if you need to take US Export Control Course courses.

Choose one answer

- CITI Export Controls Course
- Not at this time, thank you.
IBC members will select the “Institutional Biosafety Committee (IBC) Member” course. The remaining courses are available for informational purposes only.
Financial Conflict of Interest

All Responsible Parties who receive external research funding must complete the Financial Conflicts of Interest training every 4 years. Responsible Parties are individuals who are responsible for the design, conduct, reporting, or oversight of externally sponsored research at SMU.

Question 6

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?
Choose one answer

- Yes
- No
After you have made a selection in each box, click “Complete Registration.” The courses will now be available in your account.

Contact Research Compliance at 214-768-2033 or ResearchCompliance@smu.edu with any questions.

Visit the Compliance Training website for more information.