

## Getting Started with CITI

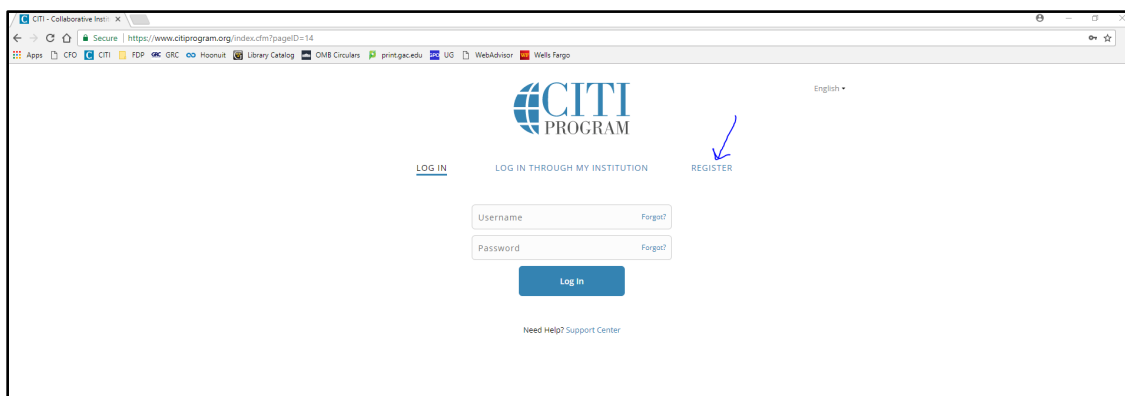
Please complete the CITI online program on Responsible and Ethical Conduct of Research (RCR) prior to attending the in-person training.

As per Gustavus [policy](#), any student funded by a public or government source (local, state, or federal) is required to complete this online training prior to attending the compulsory in-person session. Additionally, for awarded National Science Foundation grants submitted on or after July 31, 2023, all individuals (students, postdoctoral scholars, faculty, and other senior personnel) paid using grant funds must also complete both components of RCR training.

Failure to comply with this policy may result in possible suspension or termination of employment at Gustavus, and the PI/PD faces possible funding disallowances and sanctions. All other students doing research at Gustavus are also encouraged to complete the training, as are faculty.

To access the appropriate CITI program on RCR follow the steps below:

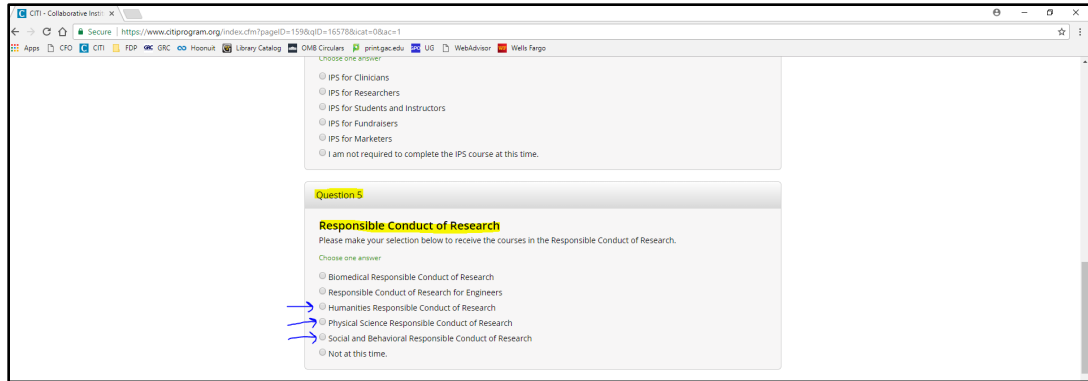
1. Visit the CITI homepage ([www.citiprogram.org](http://www.citiprogram.org)).
2. Click Register at the top right.



3. Select “Gustavus Adolphus College” as your affiliation (Step 1) and then follow steps (Steps 2-6) to create an account.
4. At Step 7, make sure that you select the RCR course that is most relevant to your discipline (Question 5) – either Humanities, Social and Behavioral, or Physical Science. If you are conducting research that involves human subjects, make sure that the RCR course you selected includes the “Research Involving Human Subjects” module<sup>1</sup>. If you are conducting research that involves lab animals, make sure that you answer Question 8 appropriately.

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<sup>1</sup> The “Research Involving Human Subjects” module is required for the Humanities and Social and Behavioral RCR courses. The module is optional for the Physical Science RCR course.



5. Once you have completed the necessary enrollment questions, click “Complete Registration.”

After completing registration go to the Main Menu and click on the course name to get started.

See the link from CITI below for supplemental instructions to help with registration:

<https://support.citiprogram.org/s/#top>