

OUSD(P&R) Training Requirements for Authorization of Eligibility to Engage in Human Research Protection Program (HRPP) Activities

CITI automatically sends the OUSD(P&R) HRPP notification when you complete training through our web-based program; however, if you complete CITI training from another institution (Army, Navy, or RAND Corporation, for example), please see instructions below¹.

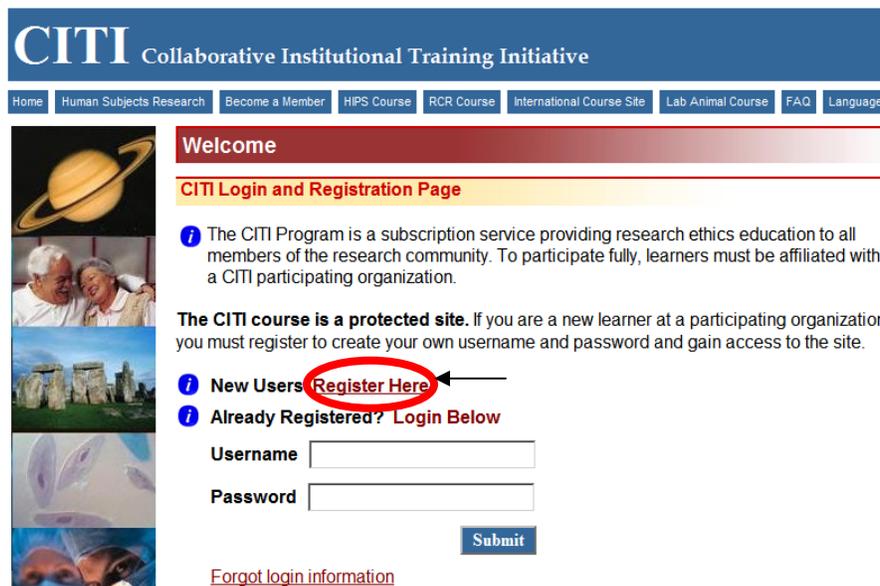
Instructions:

1. Completing CITI for the first time: [Page 1](#)
2. Renewing CITI training: [Page 3](#)
3. Completed the CITI basic course with another institution: [Page 4](#)

If you are completing the CITI course for the first time:

Go to: <https://www.citiprogram.org/>

Step 1:



CITI Collaborative Institutional Training Initiative

Home Human Subjects Research Become a Member HPS Course RCR Course International Course Site Lab Animal Course FAQ Language

Welcome

CITI Login and Registration Page

i The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

i New Users **Register Here**

i Already Registered? **Login Below**

Username

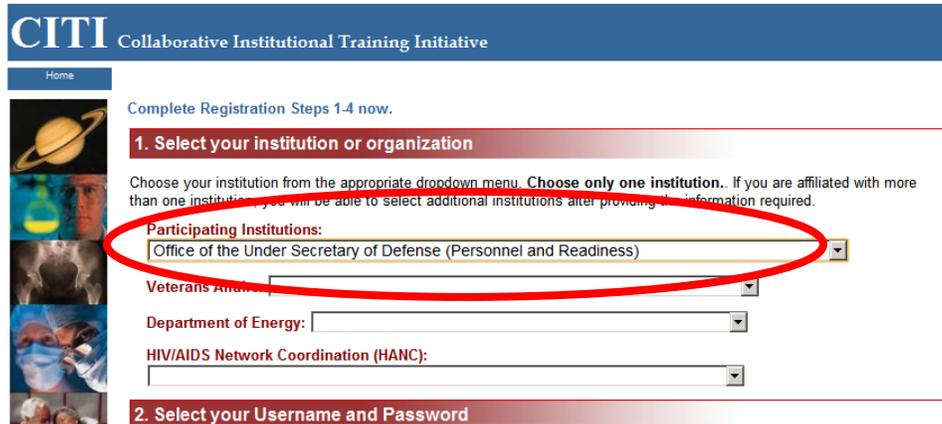
Password

[Forgot login information](#)

Step 2: Office of the Under Secretary of Defense (Personnel and Readiness)

¹ Certified IRB Professionals (CIP) do not need to complete CITI Training requirement as long as their credentials are current and OUSD(P&R) have them on file.

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CITI Collaborative Institutional Training Initiative

Home

Complete Registration Steps 1-4 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions:
Office of the Under Secretary of Defense (Personnel and Readiness)

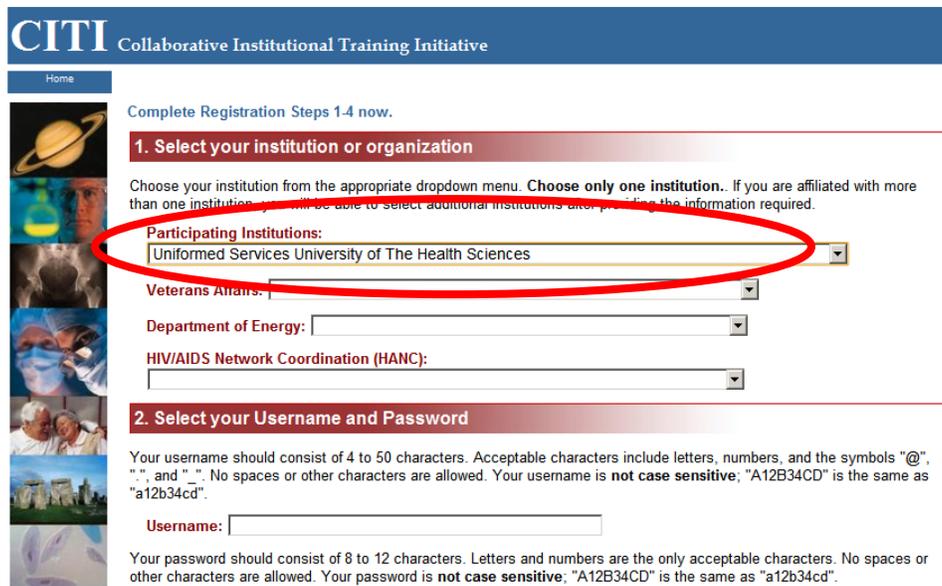
Veterans Affairs: [dropdown]

Department of Energy: [dropdown]

HIV/AIDS Network Coordination (HANC): [dropdown]

2. Select your Username and Password

OR: Uniformed Services University of the Health Sciences



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Home

Complete Registration Steps 1-4 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions:
Uniformed Services University of The Health Sciences

Veterans Affairs: [dropdown]

Department of Energy: [dropdown]

HIV/AIDS Network Coordination (HANC): [dropdown]

2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "-". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Username: [input field]

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Institution ID: **Office** of the Under Secretary of Defense (Personnel and Readiness)

or

Institution ID: Uniformed Services University of the Health Sciences

Step 3: Create a Username/Password

Step 4: Enter Contact Information

Step 5: Select the Learner Group appropriate to your **Role** in Research Activities.

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<input type="checkbox"/>	Senior USD(P&R) Leadership, Institutional Officials Group
<input type="checkbox"/>	Advisors to the Institutional Officials, Legal Council, Privacy Office Group
<input type="checkbox"/>	Senior Component Leadership, Component Designated Official, Institutional Review Board (IRB) Chairs, Vice Chairs & Members; & IRB Staff Group
<input type="checkbox"/>	Biomedical Investigators Group
<input type="checkbox"/>	SBR Investigators Group
<input type="checkbox"/>	Research Support Personnel Group
<input type="checkbox"/>	Research Monitors, Ombudsman & Subject Advocate Group
<input type="checkbox"/>	Regulatory Oversight of Extramural Human Subject Research Group

- On the “Learner’s Menu” click the red “**Not Started - Enter**” link.
- Complete all required modules and their associated quizzes.
- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you would like to improve your score on any quiz, you may review the associated module and repeat the quiz.

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If you completed the CITI basic course and in three years, you need to retake the CITI basic course, please do the following:

- Log into your CITI account at www.citiprogram.org.
- Verify Affiliation:
 - Institution ID: **Office** of the Under Secretary of Defense (Personnel and Readiness) **or**
 - Institution ID: Uniformed Services University of the Health Sciences
- On the “Learner’s Menu” click the red “**Not Started - Enter**” link.
- Complete all required course modules and their associated quizzes.
- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you would like to improve your score on any quiz, you may review the associated module and repeat the quiz.

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OUSD(P&R) Training Requirements for Authorization of Eligibility to Engage in Human Research Protection Program (HRPP) Activities

If you completed the CITI basic course with another institution (RAND Corporation, Henry M. Jackson, Walter Reed Army Institute of Research [WRAIR], for example), and your research activities under the purview of the Under Secretary of Defense (Personnel and Readiness) or USUHS:

- Log into your CITI account at www.citiprogram.org.
- Click: “Main Menu”
- Click: [Affiliate with another institution](#)
- Choose:
 - Institution ID: **Office** of the Under Secretary of Defense (Personnel and Readiness) **or**
 - Institution ID: Uniformed Services University of the Health Sciences
- On the “Learner’s Menu” click the red “**Not Started - Enter**” link.
- Complete all required course modules and their associated quizzes.
- The minimum “passing” aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you would like to improve your score on any quiz, you may review the associated module and repeat the quiz.

****NOTE:**

It is possible for you to register for more than one institution. This might be very useful if you are:

- Affiliated with another institution such as Henry M. Jackson or RAND Corporation, but research activities are affiliated with OUSD(P&R) or USUHS.
- Collaborating with an investigator at another CITI participating institution.

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After you complete the course:

- OUSD HRPP receives an automatic notification from CITI that you completed the course.
- After you complete all of the modules and their associated quizzes, click “Go to the Main Menu” at the bottom of the page.
- Click the blue “**Print**” link at the far right of the screen (another box will open).
- Click “**Print Completion Report**” in the last box to the right (your print command box should open automatically).
- Print a copy of your completion report to keep for your records.

Questions:

- Questions regarding your requirements should be addressed to your IRB/SRO/EDO training coordinator.
- Technical issues should be addressed to citisupport@med.miami.edu or to 305 243-7970.