

Instructions for Creating a CITI Program Account

Collaborative Institutional Training Initiative (CITI Program)

<https://about.citiprogram.org>

The Collaborative Institutional Training Initiative (CITI Program) provides web-based educational training for ECSU faculty, staff, and students involved in research, grants, contracts, compliance, and other university activities requiring specialized training.

Step 1: Access the CITI Program

Go to the [CITI Program website](https://about.citiprogram.org) and select “**Register.**”

When registering, select **Elizabeth City State University (ECSU)** as your participating institution.

Step 2: Create Your Account

Complete the registration form using your ECSU information.

You will be asked to provide:

- First and last name
- Email address
- Username and password
- Institutional Affiliation
- Other required registration information (*)

❖ You do not have to include your ECSU ID number for registration.

Important: Use your **ECSU email address** whenever possible so your training records can be properly associated with the university.

Step 3: Select ECSU as Your Institution

During registration:

1. Search for **Elizabeth City State University**.

2. Select ECSU from the institution list.
3. Agree to the CITI Program Terms of Service and Privacy Policy.
4. Complete the remaining registration questions.

Step 4: Complete Your CITI Profile

After creating your account, log in and complete your profile.

Make sure your information is accurate, particularly your:

- Name
- ECSU email address
- Department/program
- Institutional affiliation

Step 5: Add the Required Course(s)

From your CITI Program dashboard, select “**Add a Course**” or the option to add courses to your learner account.

Select the course or courses that apply to your ECSU role and responsibilities.

ECSU Active CITI Courses

ECSU currently has the following active courses available:

- **Conflict of Interest**
- **Essentials of Grant Proposal Development**
- **Revised Common Rule**
- **Social Behavioral Research Investigators and Key Personnel**
- **Responsible Conduct of Research for Administrators (Investigators & Key Personnel)**
- **Human Subjects Research**
- **Responsible Conduct of Research**
- **Laboratory Animal Welfare**
- **US Export Controls**
- **USDA Permits**

Important: You do not need to complete every course listed above. Select the training required for your specific role, research activity, grant, contract or university responsibility.

- ❖ If you are submitting an IRB protocol through Cayuse, you must also upload your certificate for Social Behavioral Research Investigators and Key Personnel or Human Subjects Research and Responsible Conduct of Research with your application.

Step 6: Complete Your Training

Once your course has been added:

1. Select the course from your dashboard.
2. Review the course requirements.
3. Complete the assigned modules.
4. Complete the quizzes associated with each module.
5. Meet the required passing score for the course.

You can generally complete CITI training in multiple sessions. Your progress is saved in your account.

Step 7: Verify Your Completion

After successfully completing the required course:

- Your completion information will be recorded in your CITI account.
- You may be able to download or print your **completion certificate**.
- Keep a copy of your certificate for your records when appropriate.

Need Assistance?

If you are unsure which CITI course you need to complete, please contact the Office of Sponsored Programs Contract & Grants before beginning your training.

ECSU Office of Sponsored Programs, Contracts and Grants

Email: ecsuossp@ecu.edu

Phone: 252-335-3222

Office: 106 McLendon Hall

Tip: If you already have a CITI account associated with another institution, you may not need to create a new account. Instead, you may be able to add **Elizabeth City State University** to your existing CITI profile.

Instructions for Existing CITI Program Users

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Instructions for Existing CITI Users

1. Go to [CITI Program](#).
2. Click **Log In** and sign in using your existing CITI username and password.
3. Once logged in, go to the **My Courses** page.
4. Look for **Add an Affiliation** (located under the Welcome, your name at the top of the page).
5. In the organization search box, enter:
Elizabeth City State University
6. Select **Elizabeth City State University** from the list.
7. Review and accept the **CITI Program Terms of Service and Privacy Policy**.
8. Affirm that you are affiliated with ECSU.
9. Click **Continue**.
10. Complete any additional information requested by ECSU/CITI.
11. Return to **My Courses**. You should now see **Elizabeth City State University** listed as one of your institutional affiliations.
12. Click **View Courses** or use **Add a Course** under the ECSU affiliation to select the required training.

CITI specifically notes that if an institution does not already appear on your account, you should use **Add an Affiliation**.