

Guide to Completing the Human Subjects Protection Training

Visit <https://www.rascal.columbia.edu/>, and click on [training center](#). After logging on with your UNI and password, you will be taken to the following screen.:

The screenshot shows a Mozilla Firefox browser window displaying the RASCAL Training Center. The browser's address bar shows the URL <https://www.rascal.columbia.edu/servlet/edu.columbia.rascal.presentation.tc.servlets.TCMainServlet>. The page features the RASCAL logo on the left and the title "RASCAL Training Center" in the center. A navigation menu at the top includes links for [Logout](#), [Help](#), [Human Subjects](#), [Animal Care](#), [Proposal Tracking](#), [Consent Forms](#), [HIPAA Forms](#), [Haz Mats](#), [Administration](#), [Training Center](#), [Conflict of Interest](#), and [My Rascal](#). Below the navigation menu, there is a section titled "GENERAL INSTRUCTIONS" with a help icon. This section contains a bulleted list of links: [Course Listings](#), [Safety Courses](#), [View Certified Test History](#), and [Edit Personal Information](#). At the bottom of the page, there is a "Contact Us" link and the following contact information: Project RASCAL, Columbia University Information Technology, 615 West 131st Street, 5th Floor, New York, NY 10027, Phone: (212) 851-0213. The browser's status bar at the bottom shows "Done".

Select [Course Listings](#), which will bring you to this screen:

RASCAL Training Center

Logout | Help | Human Subjects | Animal Care | Proposal Tracking | Consent Forms | HIPAA Forms | Haz Mats | Administration | **Training Center** | Conflict of Interest | My.Rascal

[\[Training Center Menu\]](#)

Select a course to view

For help identifying which research compliance trainings you may be required to take, visit the [Research Compliance Training Finder](#).

Course Number - Name	Contact	Last Modified
Morningside:		
TC0017 - Rascal Training: How to do Human Subjects Protocols	RASCAL Support	10/28/2010
TC0018 - Rascal Training: How to use Consent Form Builder	RASCAL Support	10/28/2010
TC0051 - Effort Reporting for Individuals in NON-SCIENCE Departments	Joel Roselin	10/28/2010
TC0505 - Research Compliance Test for Administrators (Morningside/LDEO)	Joel Roselin	03/01/2011
Medical Center:		
TC0559 - CUMC Redent Barrier Training	Rivka Shoulson	07/08/2011
TC0004 - X-ray Fluoroscopic Users Credentialing course	Edward Lee Nickloff	10/28/2010
TC0019 - HIPAA: Health Insurance Portability Accountability Act Research Training Course	Karen Paqliaro-Meyer	10/28/2010
TC0096 - FDA REQUIREMENTS OF SPONSOR-INVESTIGATOR STUDIES	Helen Kim	10/28/2010
TC0097 - Research Compliance Test for Administrators (CUMC)	Joel Roselin	03/01/2011
LDEO:		
TC0505 - Research Compliance Test for Administrators (Morningside/LDEO)	Joel Roselin	03/01/2011
Morningside/LDEO/NEVIS and Medical Center:		
TC0506 - Macaine Herpes Virus-1 (aka Herpes B Virus) Training	Rivka Shoulson	05/19/2011
TC0027 - Mentoring at Columbia for Mentors and Mentees	Joel Roselin	10/28/2010
TC0068 - Effort Reporting Training	Joel Roselin	04/22/2011
TC0071 - InfoEd's SPINplus	Stephanie Scott	10/28/2010
TC0077 - Emergency Preparedness for Health Professional Students: Module 1, for all CUMC students	Thomas Chandler	10/28/2010
TC0079 - Emergency Preparedness for Health Professional Students: Module 2, for Medical, Dental, and Nursing Students	Thomas Chandler	10/28/2010
TC0080 - Emergency Preparedness for Health Professional Students: Module 2, for Public Health Students	Joel Roselin	10/28/2010
TC0087 - Human Subjects Protection Training	Joel Roselin	05/10/2011
TC0088 - Research with Minors	Joel Roselin	04/22/2011
TC0099 - FDA-Regulated Research	Joel Roselin	04/22/2011
TC0091 - Financial Conflicts of Interest and Research	Joel Roselin	10/28/2010
TC0094 - Responsible Conduct of Research (RCR)	Joel Roselin	03/24/2011
TC0095 - Columbia's "Code of Conduct" and Contractor Business Ethics	Joel Roselin	10/28/2010
TC0098 - Clinical Research Coordinator Mandatory Training	Jane Cho	05/20/2011
TC0504 - Sponsored Projects Certification Training	Joel Roselin	04/22/2011

[Click here for Safety Courses](#)

Click on [TC0087 Human Subjects Training](#), which will take you to this screen:

The screenshot shows a web browser window with the title "Columbia University's RASCAL - Research Administration System - Mozilla Firefox". The address bar shows the URL "https://www.rascal.columbia.edu/servelet/edu.columbia.rascal.presentation.tc.servlets.TCMainServlet". The page header includes the RASCAL logo and the text "RASCAL Training Center". A navigation menu contains links for "Logout", "Help", "Human Subjects", "Animal Care", "Proposal Tracking", "Consent Forms", "HIPAA Forms", "Haz Mats", "Administration", "Training Center", "Conflict of Interest", and "My Rascal".

The main content area is titled "Course Overview" and features a table with the following data:

Course Number	TC0087	Title	Human Subjects Protection Training
Date Created	01/09/2009 at 11:54	Date Modified	05/10/2011 at 12:39
Created By	Joel Roselin (jr2644)	Contact Person	Joel Roselin (jr2644)
# Questions Per Test	0	Required Passing %	100
You Are	Hazel May (hm2135)		

Below the table, there is a paragraph of text: "All Columbia University investigators and key personnel, including faculty, staff, and students, conducting research involving human subjects, funded or non-funded, and for those not affiliated with Columbia University who wish to conduct human subjects research using Columbia University facilities or resources must complete this course prior to submitting their research application to the IRB Office."

Following this is a section titled "This course replaces:" with a bulleted list:

- "Health Sciences: Protection of Human Research Participants (GCP) - for Patient-Oriented Clinical Investigators" (TC0005)
- "Health Sciences: Protection of Human Research Participants (GCP) - for Investigators in Epidemiology and the Social and Behavioral Sciences" (TC0006)
- "Morningside Human Subjects Training Course" (TC0015)

A final note states: "NOTE: There is no Rascal test for this course. Rather, the course includes short tests following each module. After successful completion of the course, your grade will be represented as '100.'"

The browser's status bar at the bottom shows "Done".

Click on [Take Course](#), which will take you to this screen:

Columbia University's RASCAL - Research Administration System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.rascal.columbia.edu/servlet/edu.columbia.rascal.presentation.tc.servlets.TCMainServlet

Columbia University in the City of New York | Home | Columbia College | Columbia University in the City of New York | Faculty Resources | Columbia University in the City of New York | Academic Advising Resources | Columbia University in the City of New York | RASCAL | Office of Sponsored Projects | Columbia University's RASCAL - ...

rasc

RASCAL Training Center

[Logout](#) | [Help](#) | [Human Subjects](#) | [Animal Care](#) | [Proposal Tracking](#) | [Consent Forms](#) | [HIPAA Forms](#) | [Haz Mats](#) | [Administration](#) | [Training Center](#) | [Conflict of Interest](#) | [My Rascal](#)

TC0087

[Course Overview](#)
[Course References](#)
[Take Course](#)

This test has not been defined

[Email Contact Person](#)

[\[Previous List\]](#)
[\[Training Center Menu\]](#)

TC0087 - Human Subjects Protection Training

All Columbia University investigators and key personnel, including faculty, staff, and students, conducting research involving human subjects, funded or non-funded, and for those not affiliated with Columbia University who wish to conduct human subjects research using Columbia University facilities or resources must complete this course prior to submitting their research application to the IRB Office.

This course replaces:

- "Health Sciences: Protection of Human Research Participants (GCP) - for Patient-Oriented Clinical Investigators" (TC0005)
- "Health Sciences: Protection of Human Research Participants (GCP) - for Investigators in Epidemiology and the Social and Behavioral Sciences" (TC0006)
- "Morningside Human Subjects Training Course" (TC0015)

The course was created and is maintained by the Collaborative Institutional Training Initiative (CITI).

First time CITI users:
First time users will need to complete the CITI registration information. *Be sure to accurately enter your Columbia email and Uni to ensure you receive proper credit.* When asked to "Select Curriculum," check "Human Subjects Protection Training" and answer the questions about your current research.

Registered CITI users:
Columbia Affiliates - If you are already registered in CITI with Columbia University, after logging in, click on "Add a course or update your learner groups for Columbia University," check "Human Subjects Protection Training" and answer the questions about your current research. If you have not already done so, click on "Update my profile information for Columbia University" and *accurately enter your Columbia email and Uni to ensure you receive proper credit.*

Other Institutional Affiliates - If you are already registered in CITI with another institution, you should NOT create a new registration. Rather, after logging in, click on "Affiliate with another institution," choose Columbia University from the dropdown menu, and follow the registration process. *Be sure to accurately enter your Uni to ensure you receive proper credit.* When asked to "Select Curriculum," check "Human Subjects Protection Training" and answer the questions about your current research.

To enter the course, click here: <http://www.citiprogram.org>

For a list of Frequently Asked Questions, [Click here](#).

NOTE: There is no Rascal test for this course. Rather, the CITI course includes short tests following each module. After successful completion of the course, your grade will be represented as "100."

Done

Enter the course by clicking on <http://www.citiprogram.com>, which will take you to this screen:

The screenshot shows a Mozilla Firefox browser window displaying the CITI Home Page. The browser's address bar shows the URL <https://www.citiprogram.org/Default.asp?>. The page features a blue header with the CITI logo and the text "Collaborative Institutional Training Initiative". Below the header is a navigation menu with links for Home, Human Subjects Research, Become a Member, HPS Course, RCR Course, International Course Site, Animal Care and Use, Biosafety, FAQ, and Language. The main content area is titled "Welcome" and includes a "CITI Login and Registration Page" section. This section contains a paragraph explaining the CITI Program as a subscription service for research ethics education. It also includes a warning that the site is protected and requires registration for new learners. A login form with fields for Username and Password, and a Submit button, is provided. Links for "Forgot login information" and "Contact the CITI Helpdesk" are also present. A notice at the bottom of the page states that access is temporarily limited to 3000 concurrent users and that there are currently 1102 users logged in. The footer contains a navigation menu with links for Home, CME/CEU, Copyright and Disclaimer, About Us, Acknowledgements, Contact Us, and Accessibility. The browser's status bar at the bottom shows "Done".

CITI Collaborative Institutional Training Initiative

Home | Human Subjects Research | Become a Member | HPS Course | RCR Course | International Course Site | Animal Care and Use | Biosafety | 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](#)

[Contact the CITI Helpdesk](#)

Are You Thinking About Being in a Research Study? [Click here](#)

To ensure that all users enjoy rapid response times, access is temporarily limited to 3000 concurrent users. As learners log off others will be permitted to log on. **There are currently 1102 users logged in to the site.**

Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF-8.

[Home](#) | [CME/CEU](#) | [Copyright and Disclaimer](#) | [About Us](#) | [Acknowledgements](#) | [Contact Us](#) | [Accessibility](#)

Done

Register as a new user, which will take you to this screen:

CITI Collaborative Institutional Training Initiative

Home

[Complete Registration Steps 1-7 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:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Canadian Institutions:

India Participating Institutions:

Korea Participating Institutions:

2. Create 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". Once created, your username will be part of the completion report.

Username:

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".

Password:

Verify Password:

3. Create your Security Question and Answer

Complete Steps 1-7:

1. Select Columbia University from the Participating Institutions drop-down menu
2. Create your username and password
3. Create your Security Question and Answer
4. Enter your name
5. Enter your email address
6. Click No for CMU/CEU credits
7. Indicate yes you will or no you will not participate in a survey about the course
8. Submit responses.

On this screen, provide the required information, selecting ‘Student Researcher – undergraduate’ from the ‘What is your role in research?’ drop-down menu. Submit responses.

CITI Collaborative Institutional Training Initiative

Home

Please provide the following information requested by Columbia University. Required fields are marked with an asterisk (*).

Member Information	Hazel May
Language Preference:	English
* 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:	
* UNI:	

On this screen, select Human Subjects Protection Training and click next.

The screenshot shows a Mozilla Firefox browser window with the following details:

- Browser Title: Select Curriculum - Mozilla Firefox
- Address Bar: <https://www.citiprogram.org/enroll/selectcurriculum.asp?strKeyID=A3D9B0DF-B3E4-4E1D-8CEA-CD0EDD676672-91245928eq=40588actio>
- Page Header: CITI Collaborative Institutional Training Initiative
- Section: Home
- Page Title: Select Curriculum - Columbia University
- Text: The following questions are designed to determine which courses you must take to fulfill your Columbia research training requirements in the Responsible Conduct of Research and/or Humans Subjects Protection. Please read the questions and options carefully.
- Question 1: Which trainings do you need to complete?
- Instruction: Choose all that apply
- Options:
 - Human Subjects Protection Training**
For all Researchers, Students, and Research Staff conducting research with human subjects
 - Responsible Conduct of Research Training.**
Required for some undergraduates, graduate students and postdocs funded by National Science Foundation (NSF) or National Institutes of Health (NIH) grants. Recommended for others, including faculty and research staff.
 - Sponsored Projects Certification Training**
For those administrators who are completing the Certification in Administration of Sponsored Projects.
- Buttons: Next, Cancel

On this screen, select 'Social and Behavioral' and click Next.

CITI Collaborative Institutional Training Initiative

Home

Select Curriculum - Columbia University

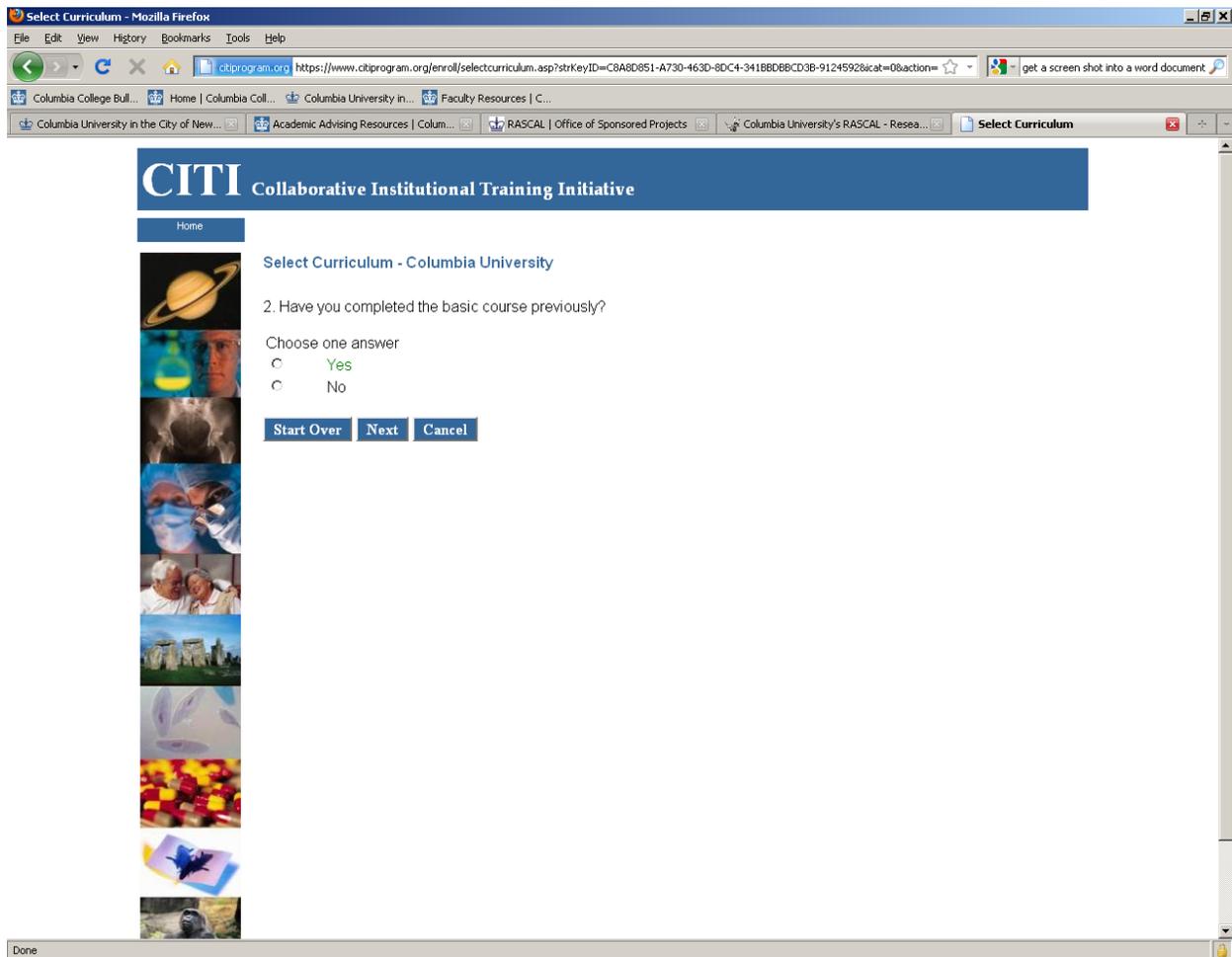
Please chose the appropriate Human Subjects Protection course based on your Human Subjects research.

Choose one answer

- Biomedical**
Includes most health sciences research, such as clinical research, epidemiological research, and most other research involving tissues, fluids, radiographic scans, biomedical information, or treatment and/or diagnosis of individuals.
- Social and Behavioral**
Includes research involving behaviors, cognitive function, or social interactions, such as research conducted in the social sciences, humanities, Department of Psychology, the School of Social Work, the Business School, Engineering and some research on the CUMC campus.

[Start Over](#) [Next](#) [Cancel](#)

On this screen, select No and click Next.



Select Curriculum - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ctiprogram.org https://www.ctiprogram.org/enroll/selectcurriculum.asp?strKeyID=C8A8D651-A730-463D-8DC4-341BBD6BCD3B-9124592&cat=0&action= get a screen shot into a word document

Columbia College Bull... Home | Columbia Coll... Columbia University in... Faculty Resources | C...

Columbia University in the City of New... Academic Advising Resources | Colum... RASCAL | Office of Sponsored Projects Columbia University's RASCAL - Resea... Select Curriculum

CITI Collaborative Institutional Training Initiative

Home

Select Curriculum - Columbia University

2. Have you completed the basic course previously?

Choose one answer

Yes

No

[Start Over](#) [Next](#) [Cancel](#)

Done

On this screen, select the response that is correct for your research, and click Next.

The screenshot shows a Mozilla Firefox browser window with the title "Select Curriculum - Mozilla Firefox". The address bar contains the URL: <https://www.citiprogram.org/enroll/selectcurriculum.asp?strKeyID=1BEE3D80-37F5-449C-8366-91D2779C2877-91245928&cat=0&action=s>. The browser tabs include "Columbia College Bull...", "Home | Columbia Coll...", "Columbia University in...", "Faculty Resources | C...", "Columbia University in the City of New...", "Academic Advising Resources | Colum...", "RASCAL | Office of Sponsored Projects", "Columbia University's RASCAL - Resea...", and "Select Curriculum".

The main content area features a blue header with the text "CITI Collaborative Institutional Training Initiative". Below the header is a "Home" button. The page title is "Select Curriculum - Columbia University".

The survey question is: "3. Do you conduct **research with children**? If "YES" then you must complete the module on "Research with Minors."".

Below the question, it says "Choose one answer". There are two radio button options: "Yes" (which is selected) and "No".

At the bottom of the question area, there are three buttons: "Start Over", "Next", and "Cancel".

On the left side of the page, there is a vertical column of ten small images: a planet Saturn, a person's face, a person in a lab coat, a person in a blue mask, an elderly couple, a castle, a person in a white lab coat, colorful pills, a blue bird, and a person's face.

The status bar at the bottom left of the browser window shows "Done".

On this screen, select No, and click Next.

The screenshot shows a Mozilla Firefox browser window with the following details:

- Browser Title: Select Curriculum - Mozilla Firefox
- Address Bar: <https://www.citiprogram.org/enroll/selectcurriculum.asp?strKeyID=A23C3174-EDD5-4E5E-8C09-CFC942DE51A8-9124592&cat=0&action=>
- Page Header: CITI Collaborative Institutional Training Initiative
- Navigation: Home
- Section: Select Curriculum - Columbia University
- Question: Do you need to take **Responsible Conduct of Research** training in addition to your Human Subjects Protection training? (Note: RCR training is currently required ONLY for certain students, postdocs and trainees.)
- Response Options: Choose one answer. Radio buttons for Yes and No.
- Buttons: Start Over, Next, Cancel
- Image Strip: A vertical column of ten small images including a planet, a person with a microscope, a person in a lab coat, a person in a hard hat, a person in a white coat, a building, a person in a white coat, a person in a white coat, a person in a white coat, and a person in a white coat.
- Status Bar: Done

On this screen, select No.

The screenshot shows a Mozilla Firefox browser window with the title "Select Institution - Mozilla Firefox". The address bar contains the URL "https://www.citiprogram.org/enroll/selectanother.asp?strkeyID=A96D9186-8F45-4A51-8D73-9B3AA3E53CC9-9124592&icat=0". The browser tabs include "Columbia College Bull...", "Home | Columbia Coll...", "Columbia University in...", "Faculty Resources | C...", "Columbia University in the City of New...", "Academic Advising Resources | Colum...", "RASCAL | Office of Sponsored Projects", "Columbia University's RASCAL - Resea...", and "Select Institution".

The main content area features a blue header with the text "CITI Collaborative Institutional Training Initiative". Below the header is a "Home" button. The main heading is "Select your institution or organization".

The text reads: "You have registered with the following institution(s):" followed by a list item: "▶ Columbia University".

Below this, it states: "At this point you can register with another institution. This could be very useful if:" followed by a list of three bullet points:

- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

It then says: "If you want to add the training requirements for another institution, you may do it now."

Two options are provided: "Check **Yes** to affiliate with another institution." and "Check **No** to continue with your current selection."

At the bottom, there are two buttons: "Yes" and "No".

The browser status bar at the bottom left shows "Done".

On this screen, click on Enter.

The screenshot shows a web browser window with the title "CITI Main Menu - Mozilla Firefox". The address bar contains the URL: <https://www.citiprogram.org/members/mainmenu.asp?strKeyID=SAF0F07A-874B-4677-A55C-377BA0A71D10-91245928&cat=0>. The browser tabs include "Columbia College Bull...", "Home | Columbia Coll...", "Columbia University in...", "Faculty Resources | C...", "Columbia University in the City of New...", "Academic Advising Resources | Colum...", "RASCAL | Office of Sponsored Projects", "Columbia University's RASCAL - Resea...", and "CITI Main Menu".

The main content area features a blue header with the text "Hazel May (Member ID: 2347789)" and the CITI logo "CITI Collaborative Institutional Training Initiative". Below the header is a "Resources" section with a "Main Menu | Select Language | Logoff" link. A "Main Menu" section contains two bullet points: "This is the email address we have for you: hm2135@columbia.edu. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer." and "You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below)."

Below the bullet points are links: "Affiliate with another institution", "Change login information", and "Click here to Apply for CME/CEU Credits".

A "Columbia University" section includes a link "View Columbia University instructions page". Below this, it states "You have enrolled for the following courses:" and lists a table of courses.

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Human Subjects Protection SBR, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available

Below the table is a link "Add a course or update your learner groups for Columbia University".

The "Columbia University Learner Utilities" section includes links: "Optional Modules (completion is completely voluntary and will not count toward a completed course)", "Update my profile information for Columbia University", "See a list of all modules that you have completed (goes back to approximately May 2005)", "Click here to see your previously completed coursework for Columbia University", and "Remove my affiliation from Columbia University".

The footer contains links: "Home | CME/CEU | Copyright and Disclaimer | About Us | Acknowledgements | Contact Us | Accessibility".

On this screen, click on [the Integrity Assurance Statement](#),

Hazel May (Member ID: 2347789)

CITI Collaborative Institutional Training Initiative

[Resources](#) [Main Menu](#) | [Select Language](#) | [Logoff](#)

CR# 6384548: Human Subjects Protection SBR Gradebook

To pass this course you must complete all required modules and 2 of the 19 elective modules with a combined score of **80**. Your current score is **0**.

Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
Belmont Report and CITI Course Introduction	Incomplete	
History and Ethical Principles - SBR	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Informed Consent - SBR	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Incomplete	
Columbia University	Incomplete	

Elective Modules Required: 2 Completed: 0	Date Complete	Score
The Regulations and The Social and Behavioral Sciences - SBR	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete	
Privacy and Confidentiality - SBR	Incomplete	
Social and Behavioral Research for Biomedical Researchers	Incomplete	
Records-Based Research	Incomplete	
Genetic Research in Human Populations	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Research with Prisoners - SBR	Incomplete	
Vulnerable Subjects - Research with Prisoners	Incomplete	

Done

On this screen, select the appropriate statement at the bottom of the page and Submit.

Assurance Statement - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ckiprogram.org https://www.ckiprogram.org/members/learners11/assurance.asp?strKeyID=AB5042E8-8621-45CE-AAD4-242D4A0D568F-91245923module6 get a screen shot into a word document

Columbia College Bull... Home | Columbia Coll... Columbia University in... Faculty Resources | C...

Columbia University in the City of New... Academic Advising Resources | Colum... RASCAL | Office of Sponsored Projects Columbia University's RASCAL - Resea... Assurance Statement

Hazel May (Member ID: 2347789)

CITI Collaborative Institutional Training Initiative

Resources [Main Menu](#) | [Select Language](#) | [Logout](#)



Assurance Statement

At the request of your institution, The CITI Program has provided this Research Ethics Course for you. It is designed to meet institutional policies and federal mandates for ethics training and education (e.g., Lab animal welfare, protection of human research subjects, GCP, HIPAA, and the Responsible Conduct of Research). Your institution uses the CITI Program courses to:

- ▶ Meet the federal mandate for instruction as a condition of federal funding.
- ▶ Satisfy institutional policies regarding training, as a condition before conducting human subjects or research with lab animals.
- ▶ Satisfy other institutional policies.

Your institution takes its policy requirements very seriously and clearly expects that:

1. You will complete this course appropriately and with the highest level of professional integrity.
2. You will neither provide nor receive quiz question answers from others.
3. The person who actually completes the course, is the person listed at the top of the Main Menu and on the Course Completion report that is automatically submitted to your compliance office or IRB, when all requirements are met. In other words, that you will not complete a course for someone else.

Please remember that:

- ▶ Completing a CITI course for someone else (colleague or supervisor) is not only unethical, but, could be considered falsification of the research record.
- ▶ Falsification and fabrication are fraudulent and are contrary to your institutional policies.
- ▶ If you receive federal funds, fabrication and falsification are considered to be research misconduct by The Office of Research Integrity (ORI), DHHS.

Please understand that:

- ▶ Fraud and Research Misconduct reflect on your integrity and professionalism.
- ▶ Allegations of fraudulent behavior would require an institutional investigation and if confirmed, would precipitate institutional actions that could include **disciplinary action, reporting to the sponsor and termination of your employment.**
- ▶ CITI keeps a full log of account usage (e.g., computer IP addresses, login times, time spent in each module, number of quiz attempts, etc.) that can be made available to your institution upon formal request.

Done

On this screen, complete each required module and complete two of the elective modules.

Hazel May (Member ID: 2347789)

CITI Collaborative Institutional Training Initiative

[Resources](#) [Main Menu](#) | [Select Language](#) | [Logout](#)

CR# 6384548: Human Subjects Protection SBR Gradebook

To pass this course you must complete all required modules and 2 of the 19 elective modules with a combined score of **80**. Your current score is **0**.

[Take the next required module](#), *Belmont Report and CITI Course Introduction*.

Required Modules	Date Complete	Score
▶ Belmont Report and CITI Course Introduction	Incomplete	
History and Ethical Principles - SBR	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Informed Consent - SBR	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Incomplete	
Columbia University	Incomplete	

Elective Modules Required: 2 Completed: 0	Date Complete	Score
The Regulations and The Social and Behavioral Sciences - SBR	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete	
Privacy and Confidentiality - SBR	Incomplete	
Social and Behavioral Research for Biomedical Researchers	Incomplete	
Records-Based Research	Incomplete	
Genetic Research in Human Populations	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Research with Prisoners - SBR	Incomplete	
Vulnerable Subjects - Research with Prisoners	Incomplete	

This screen will indicate that you have passed the course. Print and keep a copy of your certificate.

Hazel May (Member ID: 2347789)

CITI Collaborative Institutional Training Initiative

[Resources](#) [Main Menu](#) | [Select Language](#) | [Logout](#)

Main Menu

- This is the email address we have for you: hm2135@columbia.edu. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)

Columbia University

[View Columbia University instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Human Subjects Protection SBR, Basic Course	Passed - 07/21/11	Print	CME/CEU Credits	Completed

[Add a course or update your learner groups for Columbia University](#)

Columbia University Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information for Columbia University](#)
- [See a list of all modules that you have completed \(goes back to approximately May 2005\)](#)
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