



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## **Instructions for Completing the CITI *Responsible Conduct of Research* online Training:**

### **Instructions:**

Log onto the CITI website by clicking on this [LINK](#)

1. Register as a NEW USER (unless you already have a User ID and Password.)

STEP 1: Select your Organization Affiliation. Enter "Prairie View A&M University"

STEP 2: Enter your Personal Information. Be sure to enter your name as the Office of Research Compliance will see it (no nicknames, please).

STEP 3: Create your Username and Password

STEP 4: Enter your Country of Residence

STEP 5: Select the appropriate Responses regarding Continuing Education Unit (CEU) credit.

STEP 6: Enter information regarding your Institutional email and role in research

STEP 7: Select you Curriculum.

Questions 1, 4, and 5: Optional

Question 2: Select the appropriate response

Question 3, Responsible Conduct of Research: Select the appropriate area of discipline.

- *Biomedical Responsible Conduct of Research Course*
- *Social and Behavioral Responsible Conduct of Research Course*
- *Physical Science Responsible Conduct of Research Course*
- *Humanities Responsible Conduct of Research Course*
- *Responsible Conduct of Research for Engineers*
- *Responsible Conduct of Research for Administrators*

COMPLETE REGISTRATION



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## **Instructions for Completing the CITI *Responsible Conduct of Research* online Training:**

2. EXISTING USER: If you are already a member, you will sign in using your Username and Password.

STEP 1: Click on *Add a Course*

STEP 2: Select you Curriculum.

Question 3, Responsible Conduct of Research: Select the appropriate area of discipline.

- *Biomedical Responsible Conduct of Research Course*
- *Social and Behavioral Responsible Conduct of Research Course*
- *Physical Science Responsible Conduct of Research Course*
- *Humanities Responsible Conduct of Research Course*
- *Responsible Conduct of Research for Engineers*
- *Responsible Conduct of Research for Administrators*

SUBMIT

Complete all of the Elective Modules. When all modules have been completed, you will be able to print your completion report.

If you would like to go back and take any other courses, follow the steps above for *Add a Course*.

Keep a record of your User ID and Password. You may need to access CITI in the future for other required courses.

For questions or concerns, please contact the Office of Research Compliance at [research@pvamu.edu](mailto:research@pvamu.edu), 936-261-1553 or 936-261-1588.