The University of Southern Mississippi
Instructions for the CITI Course in the Integrity Assurance Program

Completion time will vary, depending on your reading speed and whether you follow all of the links. The basic Research Integrity modules each take about 15-25 minutes to complete. If you are taking the case study courses, these modules each take about 5-8 minutes which will amount to approximately 4-6 hours total completion time. Videos require Microsoft Media Player, Real Player plug-in, or Quick Time, and some of the documents require Acrobat Reader.

1. Begin at https://www.citiprogram.org/default.asp?language=english.This is where you will register as a new user and login.

2. Follow these instructions if you **have never** registered for a CITI course (**if you have registered, go to step 3**):

   o At "Create an account" click on **Register**.

   o Complete Registration Steps 1-7 (Type in University of Southern Mississippi as your institution or organization.)

   o Continue to Step 2

   o Complete the personal information form. (If you are a USM faculty/staff, enter your Campus ID number in the Employee Number block; if you are a USM student, enter your student ID number in this space.)

   o Continue to Step 3, 4, 5, 6 and 7

3. Once you have completed the initial registration you will login using your username and password and follow the steps below.

   o Click on **Add a course or update your learner groups** for The University of Southern Mississippi

   o Choose the following courses suited to your program requirements, then click on submit

      ➢ Question 1 - Common Course for USM Graduate Students
      ➢ Question 4 – Human Subjects Research Course

         NOTE: YOU MAY SELECT "NOT AT THIS TIME" FOR ALL OTHER COURSES.

   o This will take you back to the **Main Menu**

Revised 12/04/2017

- o Under University of Southern Mississippi you will see the courses you have selected. The basic/common module titles are:
  - ➢ Internet Based Research - SBE
  - ➢ Privacy and Confidentiality
  - ➢ The University of Southern Mississippi
  - ➢ Mentoring
  - ➢ Research Misconduct
  - ➢ Plagiarism
  - ➢ Data Management
  - ➢ Authorship
  - ➢ Research, Ethics and Society
  - ➢ Conflicts of Interest
  - ➢ Collaborative Research

- o The human subject module titles are:
  - ➢ The University of Southern Mississippi
  - ➢ Belmont Report and CITI Course Introduction
  - ➢ Students in Research
  - ➢ History and Ethical Principles
  - ➢ Defining Research with Human Subjects
  - ➢ The Federal Regulations
  - ➢ Assessing Risk
  - ➢ Informed Consent
  - ➢ Research with Prisoners
  - ➢ Unanticipated Problems and Reporting Requirements in Social and Behavioral Research

- o Click on the course title to begin the course

- o Follow the instructions for each Module. Some of the Modules will be informative only; most will require a short quiz at the end.

NOTE: The University of Southern Mississippi's passing mark is set to 85% summed across for all modules. To see your score; once you have completed the quiz, click on "**Go to the Gradebook for this quiz".** You may re-take modules with a low score to earn a passing score.

4. Call Jo Ann Johnson @ 601-266-5997 or email @ joann.johnson@usm.edu with questions.

NOTE: Graduate Students – once you have completed the course, please email your degree auditor the link or PDF to the Completion Report.