

1. Go to <https://www.citiprogram.org/Default.asp>
2. Click on "Register" to be taken to <https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0®ion=1>
3. Under Participating Institutions, select University of New England then provide the rest of the required information. Enter at least one email address (need not be a UNE email; a gmail address is quite acceptable).
4. Select "no" on item 6, CME/CUE credits (unless you wish to obtain CME/CEU credits).
5. Once all the information is input, click "select".
6. Follow the rest of the instructions and that should be it.

IMPORTANT NOTE

Unless informed otherwise, only one training course is necessary.

If this is your first time taking CITI you will need to take one of the courses under question 1 in the registration process:

- If you will collect data through interviews, surveys, educational or psychometric tests, or observations of non-public behavior, take the Social & Behavioral Research Investigators course.
- If you are using only preexisting data (*i.e.* all data are collected before you apply for IRB oversight or exemption) take the Data or Specimens Only Research course.
- If you plan to collect biomedical data, or biometric or physical data from participants (*e.g.* blood or saliva sampling, blood pressure, weight, timing movements, or measuring performance on a physical task) take the Biomedical Research Investigators course.

If you have taken CITI training before, you will need to take one of the courses under question 2 in the registration process:

- If you will collect data through interviews, surveys, educational or psychometric tests, or observations of non-public behavior, take the Social & Behavioral Research Investigators course.
- If you are using only preexisting data (*i.e.* all data are collected before you apply for IRB oversight or exemption) take the Data or Specimens Only Research course.
- If you are plan to collect biomedical data, or biometric or physical data from participants (*e.g.* blood or saliva sampling, blood pressure, weight, timing movements, or measuring performance on a physical task) take the Biomedical Research Investigators course
- Though **not currently required**, student investigators are **strongly encouraged** to take the following two courses:
 1. Question 3, Responsible Conduct of Research; and
 2. Question 4, Conflict of Interest.

Generally, you do not need to take any of the trainings offered under Questions 5, 6 or 7.

If you are dealing with animals, recombinant DNA, or if you receive federal funds for your study (*e.g.* an NSF or NIH grant) questions 5-7 may apply to you. Otherwise, where there is an option to answer "no" or "not at this time" to these questions, select no. If you have any questions about what applies to you, please contact Liam Harrison, Director of Research Integrity at wharrison@une.edu or 207-602-2244.