**CITI Training Requirements for Grant Funded Projects**

The Responsible Conduct of Research course must be completed by all faculty, students, and staff working on a grant funded project.

Note: completion of the course must be renewed every three years

There are five options for Responsible Conduct of Research training. Choose the one that is most closely related to your research:

* Social & Behavioral Research
* Biomedical Research
* Physical Science
* Humanities
* Engineering

\*If your project involves human subjects, reference the CITI Training Requirements for IRB document

How to Register in CITI:

1. Go to [citiprogram.org](https://about.citiprogram.org/) and click on Register in the upper right-hand corner.
2. Enter West Chester University into the Select Your Organization Affiliation text box (choose WCU when it appears as you type).
3. Agree to the terms and conditions and then click “Create a CITI Program Account”.
4. Complete the registration steps on the following screens.

* Create login credentials
* Continuing Education Credit preferences – select “No”

1. Course selection – choose the Responsible Conduct of Research discipline that most closely aligns with your research.
2. Finalize your registration.

Finding & Completing Your Courses in CITI:

1. Go to [citiprogram.org](https://about.citiprogram.org/) and click on Login in the upper right-hand corner.
2. Use your created login credentials.
3. Once logged in, make sure you are on the “My Courses” screen.
4. Scroll down to the “Institutional Courses” section and click on “View Courses”
5. Find the Responsible Conduct of Research course.
6. If you do not see the course listed, scroll to the bottom of the “View Courses” page and click on “Add a Course”.
7. Once the course is added, follow steps 3-5

If you have any questions regarding trainings or how to register, please contact:

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