

## How to use the CITI training program to complete your research participation.

1. Register with Sona and select the Research Study Participation Alternative Activity in the list of studies.
2. Click on "View Study Website". This will open a new browser window and take you to [www.citiprogram.org](http://www.citiprogram.org).
3. On the CITI program website, click on "Register Here"
4. In the "Participating Institutions" menu, find Suffolk University
5. Create a username and password you will remember!
6. Choose a security question and provide an answer. Again, make sure it is something you remember!
7. Enter your First and Last Names.
8. Enter your email address.
9. You will NOT be requesting CME/CEU credits.
10. You may or may not choose to complete a course survey. This has nothing to do with completing your research participation credits and you will not receive credit for it.
11. Click Submit
12. Provide the information on the next page.
13. For "Role in human subjects research", please select "Student Researcher-Undergraduate"
14. You may put N/A in the Office Phone area.
15. For "Which course do you plan to take?", select "Responsible Conduct of Research".
16. Click Submit
17. On the next page, choose the "Undergraduate Research Ethics Studies" option. It is the last one in the list.
18. Click Submit
19. Select "No" on the next page
20. You will then reach the main menu. Under "My Courses", you will see the Undergraduate Research Ethics Studies" with "Not started-Enter" next to it. Click on "Enter".

21. Follow the instructions on the following pages to complete the course. Complete all five modules for 2 research credits.
22. When you have completed the modules, go back to the main menu. You can then print a copy of your completion certificate. Print this and/or save an electronic copy (through the "Save as PDF" option on your Print window).
23. Go back to browser window where you started. The Research Study Participation Alternative Activity page should still be up. Click on the link at the bottom of the page to complete the survey. You will need information from your completion certificate to complete the survey.
24. When you have completed the survey, you are done. Your credits will be allocated to your account.