

Training Instructions: Research Integrity

1. Log into your CITI account from <https://access.caltech.edu/> You will find the link under "Research Services," "Select Research Ethics Education (CITI)"

Research Services

✓ Biosketch and Other Support	?	★
Access data to create Biosketch and Other Support (BSOS)		
✓ Controlled Substance Tracking	?	★
Manage and track controlled substances used in research		
✓ IACUC Protocol Application System	?	★
Submit protocols for animal research for review by Caltech's Institutional Animal Care and Use Committee (IACUC).		
✓ IRB Protocol Application System	?	★
Submit protocols for human subject research for review by Caltech's Institutional Review Board (IRB)		
✓ iThenticate	?	★
Document similarity checking service		
✓ LabArchives	?	★
Electronic lab notebook		
✓ OLAR Billing	?	★
View and manage billing of OLAR services		
✓ PHS/NIH Travel Expense Form Disclosure	?	★
Direct access to the PHS/NIH Travel Expense Form Disclosure		
✓ Research Ethics Education (CITI)	?	★
Provides training in various areas of research compliance		



2. Use your Caltech credentials to log into CITI. Once in your CITI account, scroll down to the bottom of the page and click on "Add a Course."

Learner Tools for California Institute of Technology

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)



- This will take you to Question 1 where you will select "I am Faculty or Research Staff and need to complete an online course in Research Integrity" and click "Next."

Select Curriculum

California Institute of Technology

Question 1

Please make your selection below to receive the courses appropriate to your research activities.

This question is required. Choose all that apply.

- ☐ I need to complete online course in Responsible Conduct in Research (RCR).
-  ☒ I am Faculty or Research Staff and need to complete an online course in Research Integrity.
- ☐ I need to complete online courses in Conflict of Interest (COI).
- ☐ I am conducting, planning to conduct or am otherwise involved in research with human subjects or collection and analysis of tissues, specimens, data or personal information from humans.
- ☐ I am a member of the IRB, the IRB Chair, or the IO.
- ☐ I am conducting, planning to conduct or am otherwise involved in studies with laboratory animals.
- ☐ I am a member of the IACUC.
- ☐ I will be using controlled substances in my research, and I need to complete training.

Start Over

Next

- This will take you back to your CITI dashboard where you will see the course listed under “Courses Ready to Begin.” Click on “Start Now” to begin the course.

Show Courses for:

California Institute of Technology

▼

Institution List

California Institute of Technology

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

California Institute of Technology

Required RI Training for Faculty and Staff

Stage 1 - Basic

0 / 1 modules completed

Start Now

- Please read the Assurance Statement and ensure the “agree” box is selected before clicking “submit.”

Assurance Statement

Required RI Training for Faculty and Staff - Basic

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.



☒ I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit

6. Please click Start to start the module.

Required RI Training for Faculty and Staff

California Institute of Technology

INSTRUCTIONS

- Complete the required module
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS

0 / 1 modules complete

SCORE

0%

You have unfinished required or elective modules remaining.

Required Modules

Complete the required module.

Modules	Completed	Score
Research Integrity (ID 21057)	Incomplete	-

Start



7. The module will start to download onto your computer. Once it downloads, please open the file and review the presentation in its entirety. It is recommended that you keep a copy of the presentation as there are many useful hyperlinks in the presentation to resources available to researchers.

Research Integrity

California Institute of Technology - Required RI Training for Faculty and Staff

CIT Faculty Staff Training_New Sound Updated Pictures.ppsx

40s left — 26.6 of 45.9 MB (539 KB/sec)

Show all downloads

X



8. Once you complete the presentation, please return to the CITI page to take the quiz. You will need 70% (7/10 correct answers) to “complete” the course.

Research Integrity

California Institute of Technology - Required RI Training for Faculty and Staff

California Institute of Technology is solely responsible for the accuracy and appropriateness of the material, the compliance with applicable legal requirements such as copyright, and the maintenance of this custom module. This module is included in your course at the request of this organization. Questions or concerns regarding this material should be directed to **California Institute of Technology**.

Click the link below to view the module content:

[Research Integrity](#)

Complete the quiz for the Research Integrity after reading the content.

 This module has a quiz.

[Return to Gradebook](#)

[Take the Quiz](#)

