

**University of Wisconsin – Whitewater  
Collaborative Institutional Training Initiative (CITI)  
Login/Registration Instructions**

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Select the link from the ORSP website, or Login to [www.citiprogram.org](http://www.citiprogram.org)

If you have not previously used the CITI Program Website, please select: Register (Create an Account) or login under your current login information.

Under **"Select Your Organization Affiliation"** - Search for: University of Wisconsin–Whitewater

Follow the site instructions to enter your personal and login information

*\*Please be sure to enter your uww.edu email address as your 'institutional' email address.*

During setup, you will be asked if you are interested in the option of receiving Continuing Education Unit (CEU) Credit for completed CITI Program Courses. You may select 'YES' for this option, however you will be responsible for any fees associated with CEU credit (purchase options are offered at the end of course completion). If you select 'No' at this time, you can change this setting at a later date.

On the final registration page. You will be asked a series of questions to determine the educational modules required by UW-Whitewater to conduct Human Subjects or Animal Research.

**HUMAN RESEARCH:**

The only requirement for human subjects research is the Human Subjects Research **"Social, Behavioral, & Educational (SBE) Sciences – All Researchers"** (Basic Stage) module, this incorporates parts of all of the others. You are welcome to complete any of the other more comprehensive modules for your own additional information. Additional/alternative modules are available for Biomedical Researchers.

- Content Series

**Human Subjects Research**

- Learner Group/Course

**Social, Behavioral, & Educational (SBE) Sciences - All Researchers (Basic Stage)**

*Once you have completed the required CITI training, it will take approximately  
48 BUSINESS hours for you to access Cayuse IRB.*

**ANIMAL RESEARCH:**

If you are a staff/faculty member or student performing animal research, you will require the **"Working with the IACUC Course"** and we encourage the **"Minimizing Pain and Distress"** module as applicable to your research. You must also choose one or more of the **"Species appropriate"** modules depending upon the

animals in your research (e.g.: Working with Mice). Alternative modules are available for those with varying roles in the administration of animal research on campus.

If you have been awarded a federal grant, additional modules or one-on-one training may be required. Please review the grant requirements or contact ORSP to help determine the educational requirements for grant compliance. The first course for Responsible Conduct of Research (RCR) is available on the CITI Program site at any time.

Upon completion of the educational modules and a passing score of 80% on the final quiz, a report will be sent to the ORSP Compliance Manager notifying our office of your results. Successful completion of the required modules must be available and will be verified, by the Compliance Manager prior to IRB or IACUC protocol approval. Any training for grant compliance must be completed prior to award acceptance. Training certification expires 4 years from the date of successful quiz completion and renewal will be required at that time.

You may login to your CITI account at any time to review and print your information, or to choose additional training modules as required. Upon transfer to another institution that uses the CITI program, you may also change your affiliation.

Please contact Donna Kempf, ORSP Compliance Officer ([kempfd@uww.edu](mailto:kempfd@uww.edu)) (x5288) with any questions regarding the CITI Program.