CITI: Affiliate Instructions

Through the integration of Salus University with Drexel and in efforts to align our operations and processes, all individuals involved in research activities on behalf of Drexel and Salus University, including principal investigators, co-investigators, research assistants, graduate students, and any other personnel directly or indirectly engaged in research projects, are required to affiliate with Drexel University in the CITI system and complete any outstanding modules by 11/01/2024. This document serves as an instruction for affiliating with Drexel in the CITI system as well as list the required courses needed for registering.
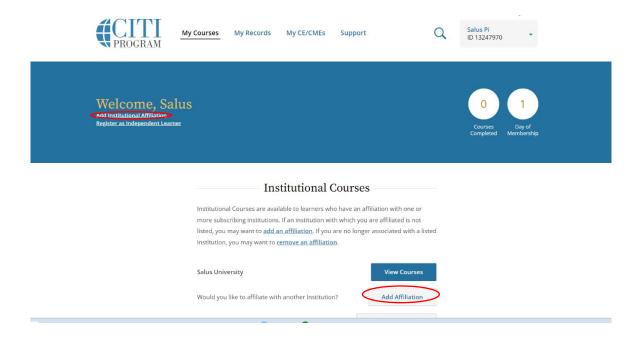
Affiliating your CITI Account with Drexel University

Using your existing CITI account set up with Salus University, follow these steps to affiliate with Drexel University.
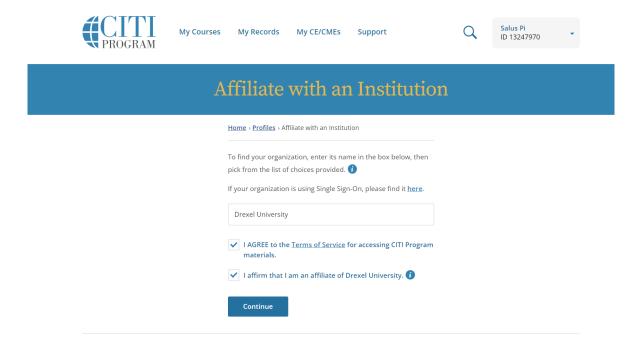
1. Visit CITI website to get started.
   [Research, Ethics, and Compliance Training | CITI Program](#)

2. Log into your CITI account.

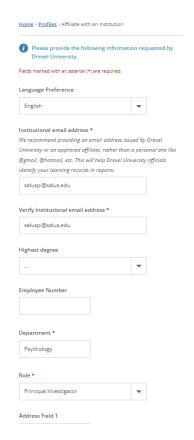3. On your home page, click on "Add Institutional Affiliation" in the top blue Welcome banner or below in the "Institutional Courses" section.
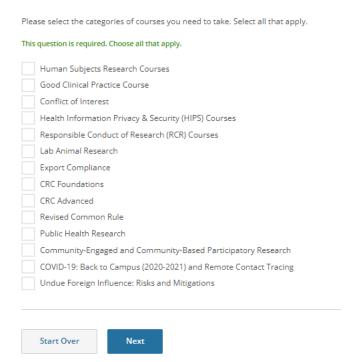
4. Search "Drexel University" and select from the drop down. Then check boxes below to agree to the Terms of Service and affirm affiliation with Drexel University.

5. Complete the required Profile fields marked with asterisks*, including Institutional email address, Department, and Role.

ℹ Please provide the following information requested by Drexel University.

Fields marked with an asterisk (*) are required.

Language Preference

[English ▼]

Institutional email address *

We recommend providing an email address issued by Drexel University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Drexel University officials identify your learning records in reports.

[saluspi@salus.edu]

Verify Institutional email address *

[saluspi@salus.edu]

Highest degree

[... ▼]

Employee Number

[ ]

Department *

[Psychology]

Role *

[Principal Investigator ▼]

Address Field 1

6. Referencing the Training Matrix, select each category of courses applicable to your area of research. Select all that apply.

Please select the categories of courses you need to take. Select all that apply.

This question is required. Choose all that apply.

☐ Human Subjects Research Courses
☐ Good Clinical Practice Course
☐ Conflict of Interest
☐ Health Information Privacy & Security (HIPS) Courses
☐ Responsible Conduct of Research (RCR) Courses
☐ Lab Animal Research
☐ Export Compliance
☐ CRC Foundations
☐ CRC Advanced
☐ Revised Common Rule
☐ Public Health Research
☐ Community-Engaged and Community-Based Participatory Research
☐ COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing
☐ Undue Foreign Influence: Risks and Mitigations

[Start Over]   [Next]

7. For each category you select, you will then choose between Basic or Refresher course version.

8. Select the **most applicable** learner group for each category provided.

Human Subjects Course Enrollment

Please select your learner group below to be enrolled in Human Subjects Courses:

This question is required. Choose one answer.

- ( ) Medical
- (●) Social Behavioral
- ( ) IRB/Research Administration
- ( ) Not at this time

[Start Over] [Next]

Health Information Privacy & Security Course Enrollment

Please select your learner group below to be enrolled in HIPS Courses:

This question is required. Choose one answer.

- ( ) Medical, Biomedical, Nursing, Public Health and Psychology Research Investigators
- (●) Social, Behavioral and Educational Research Investigators
- ( ) IRB Members and ORRC Staff

[Start Over] [Next]

IF APPLICABLE: After selecting Lab Animal Research learner group, select all lab animals involved in your studies.

Lab Animal Research

Please select your Lab Animal Research learner group below to be enrolled in IACUC Courses:

This question is required. Choose one answer.

- ○ Learner Group 1 (Committee Members, Community Members,& Coordinators)
- ● Learner Group 2 (Principal Investigators, Researcher Staff, ULAR Staff, and Students)

[Start Over] [Next]

Do you conduct studies that use Lab animals? If YES, then you must complete complete the Basic course and the appropriate species specific modules.

Available Animal Care and Use Courses

This question is required. Choose all that apply.

- ☑ I work with Frogs, Toads or other Amphibians
- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Rats. Genus: Rattus
- ☐ I work with Hamsters. Family: Muridae
- ☐ I work with Gerbils
- ☐ I work with Ferrets
- ☐ I work with Guinea Pigs
- ☐ I work with Rabbits, Family: Leporidae
- ☐ I work with Cats
- ☐ I work with Dogs
- ☐ I work with Swine
- ☐ I work with Non-Human Primates (NHP)
- ☐ Wildlife Research
- ☐ Not at this time.

[Start Over] [Next]

Good Clinical Practice Course Enrollment

Please select your GCP learner group below to be enrolled in GCP Course:

This question is required. Choose all that apply.

☐ Medical GCP
☑ Social Behavioral GCP
☐ IRB/Research Administration GCP

[Start Over] [**Next**]

Conflict of Interest

Make your selection below to enroll in a Conflict of Interest course:

Choose one answer.

○ Medical COI
◉ Social Behavioral COI
○ IRB/Research Administration COI

[Start Over] [**Next**]

9. Once all selections are completed, you will be navigated back to your home page with your new courses listed and ready to begin.

Welcome, Salus

0 Courses Completed

4 Days of Membership

✅ You are now enrolled in the course(s) you selected.

Show Courses for: | Drexel University ▼ | **Institution List**

Drexel University

Active Courses   Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin   Learner Tools

Drexel University
Aseptic surgery
Stage 1 - Lab Animal Research

0 / 1 modules completed   **Start Now**

Drexel University
GCP – Social and Behavioral Research Best Practices for Clinical Research
Stage 1 - Basic Course

For any questions or assistance regarding these instructions, please contact Carissa Miller or Cassandra Myers.