Instructions on How to Access the Department of the Navy (DoN) Training Requirements

The DoN has additional training requirements for any studies that receive funding from the DoN.

Below are the instructions along with print screens of how to register with Collaborative Institutional Training Initiative (CITI) and complete the required training for the DoN. Additional directions for registration for CITI may be found on the DoN Human Subject Protection Program site: http://www.med.navy.mil/bumeds/humanresearch/Pages/EducationTraining.aspx

**Link to CITI Training Site:**
https://www.citiprogram.org/Default.asp

Directions for registration with CITI to meet the DoN requirements are below the graphic. You may wish to print these instructions or display on another screen to help guide you through the registration process.

1. If you are not already registered with CITI, click “Register Here”

2. If you are already registered with CITI, please enter your “Username”, “Password” and click “Submit”. You may need to add the Department of the Navy as an affiliation in order to complete their training modules.

Pages 2 – 5 will walk you through how to register with CITI.
1. Step 1 – “Select your institution or organization”
   • Under "Participating Institution", select “Department of The Navy”

2. Go to Step 2 – “Create your Username and Password” & Step 3 – “Create your Security Question and Answer”: see next page.
1. Step 2 – “Create your Username and Password”
   - Create a Username
   - Create a Password

2. Step 3 – “Create your Security Question and Answer”
   - Follow the instructions to create a security question and answer

3. Go to Step 4 – “Enter your name” & Step 5 – “Enter your email address”: see next page
1. Step 4 – “Enter your name”
   - Enter your first name
   - Enter your last name

2. Step 5 – “Enter your email address”
   - Enter and verify your “Preferred Email” address.
   - If you have a secondary email address, you may enter and verify a “Secondary Email” address.

4. Go to Step 6 – “CME/CEU credits (required)” & Step 7 – “Course Survey (required)”: see next page.
1. Step 6 – “CME/CEU credits (required)"
   - Indicate whether or not you may need CME/CEU (CME = Continuing Medical Education credits; CEU = Continuing Education Credits) credits for the course. NOTE: CME/CEUs may be required for some professional organizations NOT for UCI course credit.
   - If you wish to request CME/CEU credits, indicate the “Professional affiliation”.

2. Step 7 – “Course Survey (required)"
   - Indicate whether or not CITI may contact you to complete a course survey. While it would provide CITI with helpful feedback, completing the course survey is optional.

3. Click “Submit”.

- Enter the information requested on this page. Please note: The information marked with an asterisk (*) is required.

- **In box entitled, “YOUR COMMAND,” choose “DON Extramural Performers”**.

- Note: Since we are not Department of the Navy employees, do not include your UCI Employee Number.

- You may also decide whether or not you would like to allow CITI to contact you regarding the course survey.

- Click “Submit”
Select the first option on this page as this training requirement only applies to research conducted with human participants.

Click "Next Question".
Depending on what type of researchers you are conducting, please select either “Social and Behavioral Sciences,” “Biomedical Sciences” or both.

- NOTE: The Institutional Official should select both. IRB Chairs and members should select the choice that best represents the committee for which they are serving.

Click “Next Question”
NOTE: This page displays the curriculum for Social and Behavioral Research Focus. Please see page 10 for the choices for Biomedical Research.

Please select the curriculum that best describes your role in the research study.

- Institutional Official: Select “Senior Navy and Command Leadership – SBR”
- Investigators, Key Research Personnel and Research support personnel: Select “DON-Supported Extramural Performers II – SBR”
- IRB Chairs and IRB members: Select “DON-Supported Extramural Performers II – SBR”

Click “Next Question”
NOTE: This page displays the curriculum for Biomedical Research Focus. Please see page 9 for the choices for Social and Behavioral Research Focus.

Please select the curriculum that best describes your role in the research study.

- Institutional Official: Select “Senior Navy and Command Leadership – Biomedical”
- Investigators, Key Research Personnel and Research support personnel: Select “DON-Supported Extramural Performers II – Biomedical”
- IRB Chairs and IRB members: Select “DON-Supported Extramural Performers II – Biomedical”

Click "Next Question"
Choose “No, not at this time.”

Click "Next Question"
Please choose whether or not you would like to review the IRB Reference Resource materials by choosing “Yes” or “No”.

**NOTE:** If you choose “Yes” the training is longer. This is not a required part of the DON training requirement.

Click “Next Question”
Select Curriculum - Department of The Navy

Do you want to review the IRB Reference Resource materials?

Choose one answer

☐ YES
  IRB Reference Resource: All CITI Biomedical and SBR modules are available for ongoing use or reference in this Learner Group. If you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you must enroll in one of the Learner Groups listed above to receive “credit” for the course. You may change your Learner Group status later to “IRB Reference Resource” to review all available CITI modules.

☐ NO - Perhaps some other time.

Next Question  Start Over

Click “No”
If you would like to view DON’s instruction page, click “instructions page” [See green arrow above].

When you are ready to start, click “Enter” to begin the training [See blue arrow above]. You do not have to complete the training in one sitting. You may leave the site and come back to start where you left off.

Once the training has been completed, follow the instructions to generate a completion report.

Please generate this report and submit it to the Office of Research, Human Research Protections via email or mail as necessary.