

CITI Registration 2025 cohort CUNY Research Scholars Program

How to Register for the Research Ethics and Compliance Training

Go to: <https://about.citiprogram.org/en/homepage/>

Click “Register”



Subscriptions ▾ Courses ▾ Resources Support ▾ 🔍

Register

Log In



Research Ethics and Compliance Training

Step 1: Select Your Organization Affiliation

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

Independent Learner Registration

This option is for persons affiliated with a CITI Program subscriber organization.

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

a. Enter: City University of New York (CUNY)

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨

b. Read the “Terms of Service” and “Privacy Policy”. Select “I Agree”.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

City University of New York (CUNY)

City University of New York (CUNY) only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of City University of New York (CUNY).

Create a CITI Program account

- c. Confirm that you are member of the CUNY system.
- d. Select > “Continue to Create Your CITI Program Username/Password”

Step 2: Personal Information

- e. Complete all components. Use the email address that you most often.

CITI - Learner Registration - City University of New York (CUNY)

Steps : 1 2 3 4

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

Then “Continue to Step 3”

Step 3: Create Username and Password.

Suggestion: Username = FirstName.LastName
Password = CRSP2025! (case sensitive)

CITI - Learner Registration - City University of New York (CUNY)

Steps: [1](#) [2](#) **[3](#)** [4](#)

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

[Continue To Step 4](#)

Continue to Step 4. Please note: Step 4 has multiple components.

Step 4: Enter "Country of Residence" as United States or US (case sensitive)

Skip the question about ORCID ID to your CITI Program.

Also, ***select your own answer*** about contacting you about other CITI courses.

CITI - Learner Registration - City University of New York (CUNY)

Steps: [1](#) [2](#) [3](#) **4**

* indicates a required field.

Would you like to connect your ORCID[®] iD to your CITI Program account? 

 Connect your ORCID iD

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 

- Yes
 No

Finalize Registration

Continue to "Finalize Registration"

Step 4 continued: Continuing Education Credits and Survey Request (CE/CMEs)

Select > “No” for Continuing Education Credits

Select > “Other Participants – Certificates of Participation”

CE/CMEs

Your CE Credit Status

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

Please register your interest for CE credits below by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

YES
At the start of your course, you will be prompted to click on a “CE information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

NO
The CE funding for this course will therefore not be available to you for purchase after you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grade book page.

Submit

Then Select This!!!

Step 4 continued: Affiliate with an Institution

For **Institutional email address ***, use your **KCC email address (FirstName.LastName@students.kbcc.cuny.edu)**

Select > Language Preference

For Primary Institution,

Select > Kingsborough Community College

Enter Address > 2001 Oriental Blvd, Brooklyn, New York 11235

Enter Office Phone Number > 718-368-5796

Enter > Your Highest Degree

Enter > Your CUNY EMPL ID

You will only need to complete the statements with a red asterisk (*)

Select **“Take the Responsible Conduct of Research Course”**

Select Curriculum

City University of New York (CUNY)



You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take.

For questions regarding course requirements or question selections, please contact:

Human Research Protection Program

Email: HRPP@cuny.edu.

Phone: 646-664-8918

Website: CUNY.

For technical support regarding the CITI Program Website please contact [CITI](#)

[Program Support](#).

[View Instructions Page](#)

Please choose the best option below according to your needs.

This question is required. Choose all that apply.

- Take the Responsible Conduct of Research course
- Take the Export Compliance Course.
- Take the Conflict of Interest Course
- Take the Revised Common Rule Course



Select This!!!

Scroll Down and Click **“Next”**.

Select **“CUNY Researchers”**

Select Curriculum

City University of New York (CUNY)

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

This question is required. Choose one answer.

- CUNY Researchers
- CUNY Administrators

Select This!!!

Start Over

Next

Click "Next".

You have completed your registration. You can select "Start Now" to begin the 9 modules.

Welcome,

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

0

Courses
Completed

1

Day of
Membership

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

✓ Your registration has been completed successfully.

Show Courses for: City University of New York (CUNY)

Institution List

City University of New York (CUNY)

Active Courses

[Learner Tools](#)

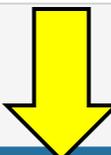
You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

City University of New York (CUNY)
Responsible Conduct of Research for CUNY Researchers
Stage 1 - Basic Course

0 / 9 modules completed



Start Now

- Complete “The Assurance Statement” to begin the modules.
- Each module can be printed for the ease of reading, if you choose, or you have multiple tabs open with the reading and the questions.

Required Modules

Complete all 9 required modules.

Modules	Completed	Score	
Plagiarism (RCR-Basic) (ID 15156)	Incomplete	-	Start
Research, Ethics, and Society (ID 15198)	Incomplete	-	Start
Authorship (RCR-Basic) (ID 16597)	Incomplete	-	Start
Collaborative Research (RCR-Basic) (ID 16598)	Incomplete	-	Start
Conflicts of Interest and Commitment (RCR-Basic) (ID 16599)	Incomplete	-	Start
Data Management (RCR-Basic) (ID 20896)	Incomplete	-	Start
Mentoring and Healthy Research Environments (RCR-Basic) (ID 20983)	Incomplete	-	Start
Peer Review (RCR-Basic) (ID 16603)	Incomplete	-	Start
Research Misconduct (RCR-Basic) (ID 16604)	Incomplete	-	Start

All 2025 cohort scholars must also complete the nine (9) required modules and one (1) supplemental module **“Research Involving Human Subjects (RCR-Basic) (ID 13566)”**.

Supplemental Modules

Modules	Completed	Score	
Environmental and Social Dimensions of Engineering Research (ID 12835)	Incomplete	-	Start
Using Animal Subjects in Research (RCR-Basic) (ID 13301)	Incomplete	-	Start
Research Involving Human Subjects (RCR-Basic) (ID 13566)	Incomplete	-	Start

- Once you have completed all nine required modules, email a copy of your **Certificate and Grade Report Form** to Frances.Samuel@kbcc.cuny.edu or submit them to Frances Samuel in Room A-228.
 - You can also email Frances Samuel the web links associated the Certificate and Grade Report.
- Once these documents are received, a follow-up email will be sent to you with the formal application. Please remember, we are working on updating the current application. We will be sure to email the application as early as Monday August 5, 2024. Preference will be given in the order in which student submit their Research Ethics course certificate and grade completion reports.

If you have any questions about the onboarding/enrollment process, please do not hesitate to reach out.

The KCC CRSP TEAM 2025