

# How To Guide for the On-Line Research Training Programs

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Welcome! These instructions are designed to assist you with completing the research ethics and/or human subjects training requirements for undergraduate research at USC. If you have any problems or questions, please contact the Office of Undergraduate Research at [our@sc.edu](mailto:our@sc.edu) or 803-777-1141.

NOTES:

- 1) The modules do not have to be completed in all one session. You can save, exit, and return as many times as you need to.
  - 2) You must submit the Completion Record through Blackboard ([instructions below](#)) to meet your requirement.
  - 3) In CITI, ethics training is called "Responsible Conduct of Research" or RCR
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## New users of CITI Training:

To complete BOTH Human Subjects AND Ethics training (new user)  
(this is only for projects that involve people, personal information from people, etc)

Go to: <https://www.citiprogram.org/>

Please review “How do I register” under Help & Support, bottom right of page.

Click on “Register” at top right of page

- Step 1, type in South Carolina and select University of South Carolina (even if you are from Midlands Tech)
- Steps 2-3, enter requested information
- Step 4, enter your country of residence
- Step 5, select No
- Step 6, complete as requested
- Step 7, answer the questions as follows (note: some of your questions may look different but should be approximately the following)
  - Question 1: The following courses pertain to Human Subjects training only.
    - YES: you must select one of the following (select the one closest to your discipline): (do NOT select either “Student Education” option)
      - Biomedical investigators
      - Social & Behavioral Researchers
      - Data or Specimens Only: No direct contact with subjects
    - Question 2: Responsible Conduct of Research (this is what Ethics training is called in CITI)  
Please read the options carefully. You must select one of the first five options. Select the one closest to your major or project discipline. They are very similar so it is absolutely ok if you pick “Social” if you are in the Humanities OR Physical Science instead of Biomedical.
      - If you are in business, education, psychology, political science, etc, please choose “Social and Behavioral”.
      - If you are in Art, Music, English, History, Languages, etc, select “Humanities”
      - If you aren’t sure what to choose, please contact [our@sc.edu](mailto:our@sc.edu) or select the one you believe to be the closest. Again, all are very similar. You will not be marked wrong or incomplete as long as you complete all modules that are generated.
    - Question 3: Would you like to take the Conflict of Interest mini-course? No
    - Question 4: Good Clinical Practice – unless your mentor has asked you to take this, select “Not at this time”
    - Question 5: Information Privacy Security– unless your mentor has asked you to take this, select “I am not required to complete the IPS course at this time”
  - Click “Complete Registration”
  - Click “Finalize Registration”

This will generate your required courses. To complete these, click on the link(s) under “University of South Carolina Courses.” Complete all required modules generated **plus**, in the Responsible Conduct of Research modules, complete the supplement Research, Ethics, and Society, if present (any other supplements are optional). NOTE: the modules do not have to be completed in all one session. You can save, exit, and return as many times as you need to.

### FINAL STEP:

After successfully completing all required elements, submit a PDF of BOTH Completion Reports through Blackboard ([instructions below](#))

### How to find your Completion Report:

- Click on the tab “My Reports” just under the CITI banner at the top of the page
- Click on “View” under “Completion Record”
- Save the page as a PDF to your computer
- You will need to do this for BOTH the Human Subject training AND Responsible Conduct of Research

## To complete ONLY Ethics training (new user)

(this is only for projects that do NOT involve people, personal information from people, etc)

Go to: <https://www.citiprogram.org/>

Please review “How do I register” under Help & Support, bottom right of page.

Click on “Register” at top right of page

- Step 1, type in South Carolina and select University of South Carolina (even if you are from Midlands Tech)
- Steps 2-3, enter requested information
- Step 4, enter your country of residence
- Step 5, select No
- Step 6, complete as requested
- Step 7, answer the questions as follows (note: some of your questions may look different but should be approximately the following)

- Question 1: The following courses pertain to Human Subjects training only.
  - Select “No Human Research courses needed at this time”
- Question 2: Responsible Conduct of Research (this is what Ethics training is called in CITI)  
Please read the options carefully. You must select one of the first five options. Select the one closest to your major or project discipline. They are very similar so it is absolutely ok if you pick “Social” if you are in the Humanities OR Physical Science instead of Biomedical.
  - If you are in business, education, psychology, political science, etc, please choose “Social and Behavioral”.
  - If you are in Art, Music, English, History, Languages, etc, select “Humanities”
  - If you aren’t sure what to choose, please contact [our@sc.edu](mailto:our@sc.edu) or select the one you believe to be the closest. Again, all are very similar. You will not be marked wrong or incomplete as long as you complete all modules that are generated.
- Question 3: Would you like to take the Conflict of Interest mini-course? No
- Question 4: Good Clinical Practice – unless your mentor has asked you to take this, select “Not at this time”
- Question 5: Information Privacy Security– unless your mentor has asked you to take this, select “I am not required to complete the IPS course at this time”
- Click “Complete Registration”
- Click “Finalize Registration”

This will generate your required courses. To complete these, click on the link(s) under “University of South Carolina Courses.” Complete all required modules generated under your discipline’s Responsible Conduct of Research **plus**, if available, the supplement Research, Ethics, and Society (any other supplements are optional).

NOTE: the modules do not have to be completed in all one session. You can save, exit, and return as many times as you need to.

### FINAL STEP:

After successfully completing all required elements and the supplement Research, Ethics, and Society, you will be able to save your Completion Report. Instructions on accessing the Report are included in the course Conclusion module or see below. **When complete, submit a PDF of the Completion Report through Blackboard** ([instructions below](#))

### How to find your Completion Report:

- Click on the tab “My Reports” just under the CITI banner at the top of the page
- Click on “View” under “Completion Record”
- Save the page as a PDF to your computer

## To complete ONLY Human Subjects Training (new user)

(this is only for projects that involve people, personal information from people, etc; where you have already completed either CITI Ethics training or the in person Ethics workshop)

- Log in to: <https://www.citiprogram.org/>
- On the Main Menu, under “University of South Carolina Courses,” will be a section “My Learner Tools.” Click on “Add a Course or Update Learner Groups.”
- This will take you to the “Select Curriculum” page. On this page, select your new courses as follows:
  - Question 1: The following courses pertain to Human Subjects training only.
    - YES: you must select one of the following (select the one closest to your discipline): (do NOT select either “Student Education” option)
      - Biomedical investigators
      - Social & Behavioral Researchers
      - Data or Specimens Only: No direct contact with subjects.
    - Question 2: Responsible Conduct of Research courses
      - Select: Not at this time.
    - Question 3: Would you like to take the Conflict of Interest mini-course? No
    - Question 4: Good Clinical Practice – unless your mentor has asked you to take this, select “Not at this time”
    - Question 5: Information Privacy Security– unless your mentor has asked you to take this, select “I am not required to complete the IPS course at this time”

This will generate your required courses. To complete these, click on the link(s) under “Course.” Complete all required modules (supplements are optional).

NOTE: the modules do not have to be completed in all one session. You can save, exit, and return as many times as you need to.

### FINAL STEP:

After successfully completing all required elements, you will be able to save your Completion Report. Instructions on accessing the Report are included in the course Conclusion module or see below. When complete, submit a PDF of the Completion Report through Blackboard ([instructions below](#))

### How to find your Completion Report:

- Click on the tab “My Reports” just under the CITI banner at the top of the page
- Click on “View” under “Completion Record”
- Save the page as a PDF to your computer

## Already registered in CITI

To complete BOTH Human Subjects AND Ethics training (already registered user)  
(this is only for projects that involve people, personal information from people, etc)

- Log in to: <https://www.citiprogram.org/>
- On the Main Menu, under “University of South Carolina Courses,” will be a section “My Learner Tools.” Click on “Add a Course or Update Learner Groups.”
- This will take you to the “Select Curriculum” page. On this page, select your new courses as follows:
  - Question 1: The following courses pertain to Human Subjects training only.
    - YES: you must select one of the following (select the one closest to your discipline): (do NOT select either “Student Education” option)
      - Biomedical investigators
      - Social & Behavioral Researchers
      - Data or Specimens Only:
  - Question 2: Responsible Conduct of Research (this is what Ethics training is called in CITI)  
Please read the options carefully. You must select one of the first five options. Select the one closest to your major or project discipline. They are very similar so it is absolutely ok if you pick “Social” if you are in the Humanities OR Physical Science instead of Biomedical.
    - If you are in business, education, psychology, political science, or similar, choose “Social and Behavioral”.
    - If you are in Art, Music, English, History, Languages, or similar, select “Humanities”
    - If you aren’t sure what to choose, please contact [our@sc.edu](mailto:our@sc.edu) or select the one you believe to be the closest. Again, all are very similar. You will not be marked wrong or incomplete as long as you complete all modules that are generated.
  - Question 3: Would you like to take the Conflict of Interest mini-course? No
  - Question 4: Good Clinical Practice – unless your mentor has asked you to take this, select “Not at this time”
  - Question 5: Information Privacy Security– unless your mentor has asked you to take this, select “I am not required to complete the IPS course at this time”

This will generate your required courses. To complete these, click on the link(s) under “University of South Carolina Courses.” Complete all required modules generated **plus**, in the Responsible Conduct of Research modules, complete the supplement Research, Ethics, and Society, if present (any other supplements are optional).

NOTE: the modules do not have to be completed in all one session. You can save, exit, and return as many times as you need to.

### FINAL STEP:

After successfully completing all required elements and the supplement Research, Ethics, and Society, you will be able to save your Completion Reports. Instructions on accessing the Reports are included in the course Conclusion module or see below. **When complete, submit a PDF of BOTH Completion Reports through Blackboard ([instructions below](#))**

### How to find your Completion Report:

- Click on the tab “My Reports” just under the CITI banner at the top of the page
- Click on “View” under “Completion Record”
- Save the page as a PDF to your computer
- You will need to do this for BOTH the Human Subject training AND Responsible Conduct of Research

## To complete ONLY Ethics training (already registered user)

(this is only for projects that do NOT involve people, personal information from people, etc)

- Log in to: <https://www.citiprogram.org/>
- On the Main Menu, under “University of South Carolina Courses,” will be a section “My Learner Tools.” Click on “Add a Course or Update Learner Groups.”
- This will take you to the “Select Curriculum” page. On this page, select your new courses as follows:
  - Question 1: The following courses pertain to Human Subjects training only.
    - NO, select “No Human Research courses needed at this time”
  - Question 2: Responsible Conduct of Research (this is what Ethics training is called in CITI)  
Please read the options carefully. You must select one of the first five options. Select the one closest to your major or project discipline. They are very similar so it is absolutely ok if you pick “Social” if you are in the Humanities OR Physical Science instead of Biomedical.
    - If you are in business, education, psychology, political science, or similar, choose “Social and Behavioral”.
    - If you are in Art, Music, English, History, Languages, or similar, select “Humanities”
    - If you aren’t sure what to choose, please contact [our@sc.edu](mailto:our@sc.edu) or select the one you believe to be the closest. Again, all are very similar. You will not be marked wrong or incomplete as long as you complete all modules that are generated.
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  - Question 4: Good Clinical Practice – unless your mentor has asked you to take this, select “Not at this time”
  - Question 5: Information Privacy Security– unless your mentor has asked you to take this, select “I am not required to complete the IPS course at this time”

This will generate your required courses. To complete these, click on the link(s) under “Course.” Complete all required modules generated under your discipline’s Responsible Conduct of Research **plus**, if present, the supplement Research, Ethics, and Society (any other supplements are optional).

NOTE: the modules do not have to be completed in all one session. You can save, exit, and return as many times as you need to.

### FINAL STEP:

After successfully completing all required elements and the supplement Research, Ethics, and Society (if present), you will be able to save your Completion Report. Instructions on accessing the Report are included in the course Conclusion module or see below. **When complete, submit a PDF of the Completion Report through Blackboard** ([instructions below](#))

### How to find your Completion Report:

- Click on the tab “My Reports” just under the CITI banner at the top of the page
- Click on “View” under “Completion Record”
- Save the page as a PDF to your computer

## To complete ONLY Human Subjects training (already registered user)

(this is only for projects that involve people, personal information from people, etc; where you have already completed either CITI Ethics training or the in person Ethics workshop)

- Log in to: <https://www.citiprogram.org/>
- On the Main Menu, under “University of South Carolina Courses,” will be a section “My Learner Tools.” Click on “Add a Course or Update Learner Groups.”
- This will take you to the “Select Curriculum” page. On this page, select your new courses as follows:
  - Question 1: The following courses pertain to Human Subjects training only.
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      - Biomedical investigators
      - Social & Behavioral Researchers
      - Data or Specimens Only: No direct contact with subjects.
  - Question 2: Responsible Conduct of Research courses
    - Select: Not at this time.
  - Question 3: Would you like to take the Conflict of Interest mini-course? No
  - Question 4: Good Clinical Practice – unless your mentor has asked you to take this, select “Not at this time”
  - Question 5: Information Privacy Security– unless your mentor has asked you to take this, select “I am not required to complete the IPS course at this time”

This will generate your required courses. To complete these, click on the link(s) under “Course.” Complete all required modules (supplements are optional).

NOTE: the modules do not have to be completed in all one session. You can save, exit, and return as many times as you need to.

### FINAL STEP:

After successfully completing all required elements, you will be able to save your Completion Report. Instructions on accessing the Report are included in the course Conclusion module or see below. When complete, submit a PDF of the Completion Report through Blackboard ([instructions below](#))

### How to find your Completion Report:

- Click on the tab “My Reports” just under the CITI banner at the top of the page
- Click on “View” under “Completion Record”
- Save the page as a PDF to your computer

## Already completed training through CITI?

**FIRST, confirm that you have completed the correct training:**

- Log in to: <https://www.citiprogram.org/>
- Click on the tab “My Reports” just under the CITI banner at the top of the page
- Click on “View” under “Completion Record”
- To meet the **Ethics** requirement:
  - you must meet the minimum passing score for the modules under your discipline’s Responsible Conduct of Research and (if it was available) the supplement: Research, Ethics, and Society
- To meet the **Human Subjects training** requirement:
  - you must meet the minimum passing score for the modules under your discipline’s Human Research training

**If YES, you have completed the correct training:** Save the Completion Report(s) as a PDF to your computer and submit the Report through Blackboard ([instructions below](#))

**If NOT complete:** Follow the instructions above in the section “Already registered in CITI” for whichever training is still needed to meet your requirement.

**Still not sure?** Contact [our@sc.edu](mailto:our@sc.edu)

## To obtain your Completion Report

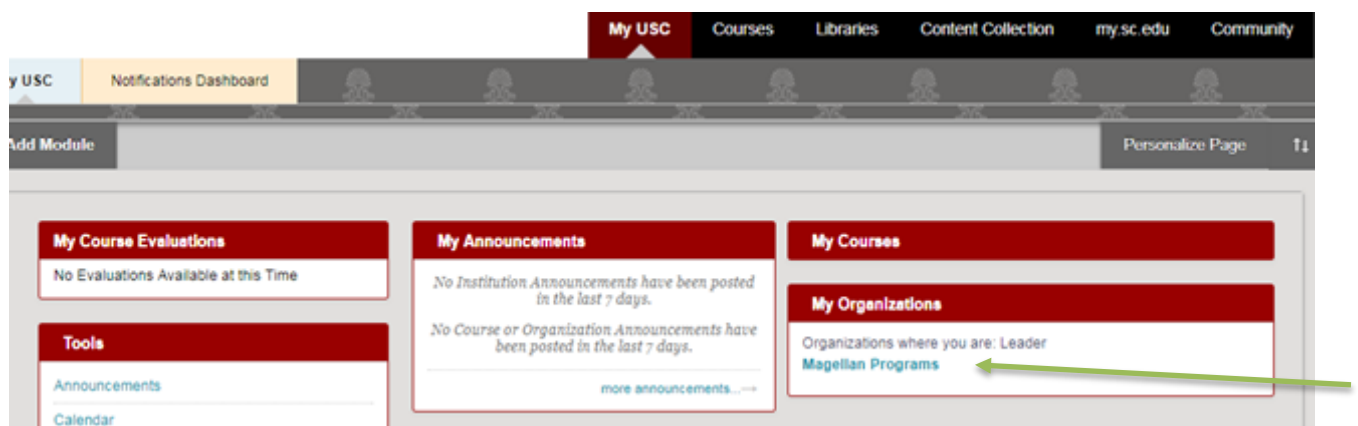
If applicable, you will need to do this for BOTH Human Subject training AND Responsible Conduct of Research

- Log in to: <https://www.citiprogram.org/>
- Click on the tab “My Reports” just under the CITI banner at the top of the page
- Click on “View” under “Completion Record”
- Save this page as a PDF to your computer
- Submit the Report through Blackboard ([instructions below](#))

## To submit a Report through Blackboard

If applicable, you will need to do this for BOTH Human Subject training AND Responsible Conduct of Research

- Log in to: <https://blackboard.sc.edu/>
- Click on the “Magellan Programs” under My Organizations





- On the “Course Menu” on the left side of the screen, click the award you have received (ie: Magellan Scholar, Magellan Mini-Grant, Magellan Apprentice)  
NOTE: You will repeat this process for each Magellan award you have received.



- To upload the Ethics training completion report, click on the “Research Ethics Workshop” link. To upload the Human Subjects training completion report, click on the “Human Subject or Animal Use Training” link.



#### Scholars: Research Ethics Workshop

This link will automatically be updated once you attend the in-person Ethics Workshop. If unable to attend the workshop, you will need to upload your CITI Ethics Completion Report using this link. DEADLINE: must be completed before award term ends

All Scholars are required to participate in the Research Ethics workshop provided by OUR OR on-line CITI training. NSF/NIH funded projects require students to complete the on-line training.

- Dates and times for the in-person workshops can be found [HERE](#) under "Workshops for researchers". Once you attend the workshop, OUR will update this requirement for you.
- The how to guide for on-line CITI training can be found [HERE](#). If you choose to complete the CITI training, you must upload your Completion Report using the link above.



#### Scholars: Human Subject or Animal Use Training

Upload your Human Subject CITI training certificate or animal use training certification using this link. DEADLINE: must be submitted prior to starting your project

For research projects involving vertebrate animals:

NOTE: Projects involving animals must maintain compliance with regulations at all times or funding will be revoked. You must submit your animal use training certification using the link above prior to starting your project.

- For information and forms, go to <http://sam.research.sc.edu/animalcare/index.html>.

For research projects involving human participants:

NOTE: Projects involving human subjects must maintain compliance with regulations at all times or funding will be revoked. You must submit your Human Subject CITI training certificate of completion using the link above prior to starting your project.


- For information on how to complete this training, visit <http://www.sc.edu/our/doc/CITITraininghowto.pdf>.
- This is different from the Responsible Conduct of Research training.

- On the Upload Assignment page, under “Attach File”, select “Browse My Computer” and choose the corresponding Completion Report file.

### Assignment Submission

Text Submission

Attach File



### Add Comments

Comments

REC

Character count: 0

### Submit

When finished, make sure to click **Submit**.  
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.  
You are previewing the assignment - your submission will not be saved.

- Click “Submit”. This step must be completed in order for the Office of Undergraduate Research to receive your Completion Report.
- A success message appears, confirming your submission.

This assignment is complete. Review the Submission History.

NOTE: You will repeat these steps for each report you that applies to you (Ethics training, Human Subjects training). You will also repeat these steps for each award you have received.