THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

CITI Program User Guide for Faculty and Staff

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1. New CITI Program users: Creating an account

- Go to CITI Program.
- Click Log In Through My Organization.
- Type in “The Hong Kong University of Science and Technology”.
- Click Continue To SSO Login / Instructions.
- Log in with your ITSC email address (xxx@ust.hk) and password.
• Select consent duration and click **Accept**.

• Click **Create A New CITI Program Account**.
2. Existing CITI Program users: Updating your account / Affiliating with HKUST

If you are already registered with CITI, do NOT create a new account with your HKUST ITSC credentials*. Instead, follow these steps to affiliate with HKUST.

*In case you have created more than one account, please approach CITI Program Support to merge your accounts.

For those registered with CITI Program as an HKUST student

• Log into your existing account (xxx@connect.ust.hk)*.
  *In case you can no longer access your account, please contact CITI Program Support for assistance.

• Click on the drop-down arrow next to your name at the top right of the page to go to Profiles. Under Institutional Profile, click Edit Profile.

• Update your Institutional Email Address to your faculty/staff email address (xxx@ust.hk).

• See these steps on how you may transfer your completed course modules.
- Alternatively, log in with your **new ITSC credentials** and **link to your existing account**.

For those registered with CITI Program at other institutions

- Log into your **existing account**.

*In case you can no longer access your account, please contact CITI Program Support for assistance.*

- Click **Add Affiliation**.

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### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**. If you are no longer associated with a listed institution, you may want to **remove an affiliation**.

Would you like to affiliate with another Institution?  
Would you like to remove an existing affiliation?
• Type in “The Hong Kong University of Science and Technology” and follow the affiliation process. Please make sure you enter your HKUST ITSC email address to receive proper credit.

Affiliate with an Institution

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

The Hong Kong University of Science and Technology

- I AGREE to the Terms of Service for accessing CITI Program materials.
- I affirm that I am an affiliate of The Hong Kong University of Science and Technology.

Continue

• See these steps on how you may transfer your completed course modules.
3. **Enrolling in a course**

- After successfully logging in, click **View Courses**, then **Add a Course**.

![CITI Program Welcome Screen](image)

**Institutional Courses**

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation]. If you are no longer associated with a listed institution, you may want to [remove an affiliation].

The Hong Kong University of Science and Technology

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

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**The Hong Kong University of Science and Technology**

You are not enrolled in any courses for this institution. [Add a Course]
• First select your Role (Faculty or Staff), then click Next.

You will be directed to enroll in the Responsible Conduct of Research (RCR) Course (Question 2 for Faculty, Question 3 for Staff). Select your Affiliation*, then click Next.

*Please make sure you make the correct selection to receive the set of course modules designated by your School/Division/Department/unit. If, by mistake, you selected an affiliation that does not apply to you, click on Start Over or Remove a Course and enroll again.
• Next, you can enroll in optional courses according to your need. If not, select **Not at this time**. Then click **Next**.

  1. **Optional Course**

     Would you also like to enroll in the following course?

     For faculty, please take the course if required by your research field. For students and staff, you may consult your supervisor.

     Choose one answer:
     - Human Subjects Research (HSR) Course
     - Not at this time

     Then click **Next**.

  2. **Human Subjects Research (HSR) Course**

     Please make the most appropriate selection based on your role in the research you conduct.

     Choose one answer:
     - Biomedical Research
     - Social & Behavioral Research
     - Research with data or laboratory specimens (no direct contact with human subjects)
     - IRB Chair

     Then click **Next**.

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

   ![You are now enrolled in the course(s) you selected.](image)

   **Courses Ready to Begin**

   The Hong Kong University of Science and Technology
   Responsible Conduct of Research (SENG - Staff)
   Stage 1 - RCR

   0 / 10 modules completed

   ![Start Now](image)
4. Completing a course

- Click **Start Now** to begin a course under **Courses Ready to Begin**.

**Courses Ready to Begin**

The Hong Kong University of Science and Technology
Responsible Conduct of Research (SENG - Staff)
Stage 1 - RCR

0 / 10 modules completed

- Read and **agree** to the terms of the training, then click **Submit**.

**Assurance Statement**

Responsible Conduct of Research (SENG - Staff) - RCR

CITI Program’s [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

**Account Security:** I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

**Work Integrity:** I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

**Recordkeeping:** I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

I **AGREE** to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

[Submit]
• The course requirements and your progress are listed at the top.

• You are required to complete a short quiz at the end of each module. Click Start to begin a module, or Review to re-do a module. You may complete the course in single or multiple log-in sessions.

You have unfinished required or elective modules remaining.

Required Modules

<table>
<thead>
<tr>
<th>Modules</th>
<th>Completed</th>
<th>Score</th>
<th>Review/Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to RCR (RCR-Basic) (ID 17009)</td>
<td>10-Mar-2022</td>
<td>33%</td>
<td>Review</td>
</tr>
<tr>
<td>Authorship (RCR-Basic) (ID 16597)</td>
<td>17-Mar-2022</td>
<td>80%</td>
<td>Review</td>
</tr>
<tr>
<td>Collaborative Research (RCR-Basic) (ID 16598)</td>
<td>Incomplete</td>
<td>-</td>
<td>Start</td>
</tr>
<tr>
<td>Conflicts of Interest (RCR-Basic) (ID 16599)</td>
<td>Incomplete</td>
<td>-</td>
<td>Start</td>
</tr>
</tbody>
</table>
• After fulfilling the course requirements, you can access your Completion Report and Certificate, and check the Expiration Date of your Certificate. Your completion record will be automatically updated in the HKUST system on a daily basis.

The Hong Kong University of Science and Technology

Responsible Conduct of Research (SENG - Staff)

<table>
<thead>
<tr>
<th>Name</th>
<th>Stage</th>
<th>Completion Date</th>
<th>Expiration Date</th>
<th>Record ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RCR</td>
<td>22-Mar-2022</td>
<td>21-Mar-2027</td>
<td></td>
</tr>
</tbody>
</table>

Completion Report
Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

Completion Certificate
Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

You can also check your completion records via My Records on the top menu bar.
5. Transferring credits

If you have taken a course before, at HKUST or another institution, you can receive credit for the modules you have successfully completed.

- Make sure your account is affiliated with HKUST. To transfer course credit between institutions, you will need to be affiliated with both.
- Enroll in the HKUST version of the course you are required to fulfil.
- Completed modules under the same stage (basic/refresher) within the validity period can be transferred. Expired modules are no longer eligible for transfer and you would have to retake them.
- If all module requirements set by your HKUST School/Division/Department have been satisfied, the course will be shown under Completed Courses, and the HKUST system will recognize your completion of the course. Otherwise, please complete the unfinished modules indicated.

6. Renewing your certificate

For certain courses (e.g. the Responsible Conduct of Research Course), you may be required to renew your certificate by completing a refresher every few years. This is a condensed version of the basic version.

- 90 days before your certificate expires, the refresher will be available via your account under Courses Ready to Begin. You will be notified through an email from CITI Program to take the course.

Courses Ready to Begin

The Hong Kong University of Science and Technology
Responsible Conduct of Research (SENG - Staff)
Stage 2 - Refresher Course

0 / 9 modules completed

Start Now

- Your certificate will be renewed on completing the refresher.