Research is essential for the advancement of medicine and public health. As public health practitioners and researchers, you will more than likely participate in research at one time or another. Everyone involved in research at the University of Miami (UM) must complete a course in research ethics.

While a graduate student at UM, you may complete this course online via the *Collaborative Institutional Training Initiative* (CITI). The Graduate Programs in Public Health in the Department of Public Health Sciences (DPHS) believes that the topics covered in the "Course in the Protection of Human Research Subjects" are a beneficial adjunct to your current curriculum and will provide you with a strong research foundation. In addition, this is something you will be required to have to participate in an innovative, school-based service-learning experience through one of your public health courses.

REQUIREMENTS:

All master's students (MPH and joint degrees, MSPH, MS-PSCH, MS-CH, MD/MPH) in the DPHS must show evidence of completion of the following four research courses, all completed via CITI:

1. Human Subjects Research (HSR) series
2. Health Information Privacy and Security (HIPS) series
3. Responsible Conduct of Research (RCR) series
4. Conflict of Interest and Disclosure Training

Evidence of completion for these four trainings are required for all students PRIOR to enrolling in either:

- MPH Capstone courses: EPH 680, EPH 678, EPH 682; or
- MS Thesis courses: EPH 810

Students are additionally required to complete an online Responsible Conduct of Research (RCR) course that is administered and managed via the Office of the Vice Provost for Research (OVPR). The OVPR will contact students directly regarding registration for this course during the student's first semester of enrollment. Students are responsible for successfully completing this course in a timely manner, once notified by the OVPR.

CITI INSTRUCTIONS:

- GO TO: www.citiprogram.org
- LOG IN: Select "Log in Through My Organization" – See full list of SSO-enabled Organizations
- Scroll down and SELECT: **University of Miami/Jackson Health System Courses**
- You will be redirected to UM Single Sign-On: **Sign in with your CaneID & Password**
- Create a new CITI Program Account *[if you don't have one already]*
- Under the **University of Miami/Jackson Health System Course** drop-down CLICK: **Add a course**
- SELECT all the following required courses:
  - Human Subjects Research (HSR) Series [Answer a series of questions]
  - Health Information Privacy and Security (HIPS) series
  - Responsible Conduct of Research (RCR) series
  - Conflict of Interest (COI) series
- If this is your first time using the CITI program:
  - SELECT: **NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the pas
  - SELECT: **Yes, I would like to take the Students in Research Course**
  - SELECT: **Yes, I conduct Social or Behavioral Research [Group 2]**
- **NOTE:** CITI will ask if you desire to take other courses. You can say no. The only required courses are those listed above.
- Complete the required online modules. *The modules will take a few hours to complete, but you can do it at your own pace. You must obtain a grade of 80 or above.*
- Obtain a CITI completion report. *The certification report will show you what you have completed, dates of completion and expiration, and grade.*
- **NOTE**: You need to submit the CITI completion report, not the CITI certification. You must submit your CITI completion reports on Blackboard after you have enrolled in EPH 680, 678, 682 or EPH 810. **You will not receive a Satisfactory grade until your four CITI completion reports are all on Blackboard.**

CONTACT:

Contact the following individuals if you have any questions:

- Katelyn McGuigan, kxm752@med.miami.edu, for MPH, MSPH, and MS students
- Manuela Lopez, mml272@med.miami.edu for MD/MPH students