



UNIVERSITY of WISCONSIN  
**GREEN BAY**

**NIH/CITI Training on Protecting Human Research Participants  
Student Instructions**

You must submit proof of your training in research ethics by either a.) locating and printing your previously earned NIH certificate, or by b.) completing the new CITI training. You will find instructions for both of these options below.

**To access your old NIH certificate (Valid five years from the date of completion. Completion date must be prior to August 1, 2017):**

Visit this link: <https://phrp.nihtraining.com/users/login.php>

You may also find your NIH certificate through the UWGB website, by following these steps:

1. Visit <https://www.uwgb.edu/irb/>
2. Click on “Students Seeking IRB Approval” on the left side of the page
3. Scroll down to “Submission Instructions” and follow the link in the sentence “If you need to access your NIH training certificate...”

**To register to earn your certificate through CITI:**

Visit <https://www.uwgb.edu/irb/>

Click on “More Information” under the CITI Program

Click on “CITI Program” (<https://about.citiprogram.org/en/homepage/>)

Click on “Register” at the top right of the page.

- Search for “University of Wisconsin-Green Bay”
- Check the box to “Agree” to the terms
- Click on “Continue to Step 2”
- Enter your name, UWGB email, and a secondary email if you wish

On the page titled “CITI Program Profile”

- Set up your account and security preferences as you wish.

On the page titled “University of Wisconsin-Green Bay Profile”

- Fill in as much information as you wish. For these required fields, be sure to enter:
  - o Institutional email address: Use your UWGB email
  - o Department: Your major
  - o Role in Research: “Student Researcher-Undergraduate”
- Continue

On the page titled “Select Curriculum – University of Wisconsin Green Bay,” follow these instructions:

- Question 1: Human Subjects Research: select “Students”
- Question 2: Institutional/Signatory Officials & IRB Chair: select nothing
- Question 3: Responsible Conduct of Research: select “Not at this time”
- Question 4: Conflicts of Interest: select “No”
- Question 5: Laboratory Animal Research: select nothing
- Question 6: Biosafety/Biosecurity: select nothing
- Click “submit”

This should complete your registration!



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**Completing the CITI course**

Now, you should be able to complete the “Students” course in your “University of Wisconsin-Green Bay Courses” menu.

- Click on “University of Wisconsin-Green Bay Courses”
- Click on “Students”
- Click “Complete the Integrity Assurance Statement before beginning the course”
- Check “I agree” & submit
- Under “Required Modules,” select “Students in Research”

This will bring you to the training—the training is an extensive reading that may take you approximately one hour. Read the material carefully—the final quiz will require you to think critically and apply what you have read.

At the bottom of the page, select “Take the quiz for Students in Research.” The quiz will have 5 questions—you must get an 80% to pass. You may re-take the quiz, but you may find that the questions have changed!

Complete the quiz and save and print your certificate.