How to add FSU Institutional Affiliation to your CITI Account

1) Log into your CITI account: [https://www.citiprogram.org](https://www.citiprogram.org).

2) In order to take advantage of automated CITI training downloads into the FSU IRB system (RAMP), the e-mail address that you list as your CITI preferred e-mail address, must match either your preferred or business e-mail address in your myFSU portal.
   Update your e-mail address accordingly.

3) On your CITI home page, under Institutional Courses, select “Add affiliation”.

4) Enter “Florida State University” as your institution.
   a. Agree to Terms of Service and Privacy Policy. (check the box)
   b. Affirm that you are an affiliate of FSU. (check the box)

5) You will be asked to complete information about your affiliation with FSU. Only the certain fields (*) are required:
   a. Institutional e-mail address (FSU or FSU CoM email, if applicable)
   b. Department: College of Medicine
   c. Role in Research: select appropriate role in research, such as clinical researcher, co-investigator, PI, site coordinator, or other applicable field.

6) Skip directly to questions 6 and 7 to begin selecting your CURRICULUM. Q7 is required for all FSU IRB submissions. Q6 is only required if your study meets the NIH or FDA definition of a clinical trial.

   **Question 6: Good Clinical Practice (GCP)**
   - GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
   - GCP for Clinical Investigations of Devices
   - GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
   - GCP Social and Behavioral Research Best Practices for Clinical Research

   **Question 7: Human Subjects Research**
   Select the training which corresponds to your research:
   - FSU Faculty, Staff and Students – Biomedical/Clinical
   - FSU Faculty, Staff and Students – Social/Behavioral

7) Click “submit.”