



## How to add FSU Institutional Affiliation to your CITI Account

- 1) Log into your CITI account: <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.”