Instructions to add a New Institutional Affiliation (FSU) to your CITI Account

1. Log into your CITI account: [www.citiprogram.org](http://www.citiprogram.org)
2. If you have an account with myFSU, the email address that you select as your CITI preferred email address must match either your preferred or business email address listed in your myFSU portal. Update your email addresses accordingly. This match is important for automatic CITI downloads into the new RAMP system, launching in June 2019.
3. On your home page, where it lists your institutional courses, click on “Add an affiliation”
4. Enter “Florida State University” as your institution.
   a. Agree to terms of service and privacy policy.
   b. Affirm that you are an affiliate of FSU.
5. The program will ask you to complete information about your affiliation with FSU. Only the fields with an * are required:
   a. Institutional email address
   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 select your curriculum.

**Question 6: Good Clinical Practice (GCP)**

If your study meets the [NIH definition of a clinical trial](https://clinicaltrials.gov/glossary?term=clinical+trial) you must complete a GCP course:
- 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)
- SBS (Social and Behavioral 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.”