

Adding GCP Social/Behavior Research Course

1. Go to <https://citiprogram.org/> and sign-in using your login information
2. Click on the **Main Menu Tab** and select **Add a Course**

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. Below this is a search bar and a main menu with options: Main Menu, My Profiles, My CEUs, My Reports, Support, and Admin. The 'Main Menu' is expanded, showing a list of options. A red arrow points to the 'Add a Course' option. Other options include 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. Below the main menu, there is a table of 'University of Arkansas for Medical Sciences Courses' with columns for Course, Status, Completion Record, and Survey. The 'Social/Behavioral Research Course' is listed as 'Passed' on 07/25/2016.

3. Proceed to **Question 2** and check the **GCP – Social and Behavioral Research Best Practices for Clinical Research** box
4. Scroll down to the bottom of the page and click **Submit**

The screenshot shows 'Question 2' titled 'Optional Human Subjects Research Courses'. The instruction is to 'Select the optional CITI Course you would like to take now.' Below this, there is a list of courses with checkboxes. A red arrow points to the checkbox for 'GCP – Social and Behavioral Research Best Practices for Clinical Research', which is selected. Other courses listed include 'Good Clinical Practice and ICH (GCP) Course', 'Health Information Privacy and Security (HIPIS) Course', 'Incidental Research Contact & Students', 'IRB Members', 'Students conducting no more than minimal risk research', 'Reference Resource', 'Biomedical Responsible Conduct of Research', 'Social and Behavioral Responsible Conduct of Research', 'Physical Science Responsible Conduct of Research', 'Humanities Responsible Conduct of Research', 'Conflicts of Interest Basic Course', and 'Conflicts of Interest Refresher Course'.

5. Once submitted, your course will be available under your **University of Arkansas for Medical Sciences lesson plan**

The screenshot shows the CITI Program website interface after the course has been added. A green checkmark and the text 'Your request has been successfully submitted.' are displayed. Below this, the 'Main Menu' is expanded, and the 'Add a Course' option is highlighted with a red arrow. The table of 'University of Arkansas for Medical Sciences Courses' now includes the 'GCP – Social and Behavioral Research Best Practices for Clinical Research' course, which is listed as 'Not Started'.

For questions, please email UAMS CITI Administrator Catrice Banks-Johnson (crbanksjohnson@uams.edu) or CITI Support Center (support@citiprogram.org)