CITI Web-Based Training Curriculum
For Registered Users of the CITI site.

The Basics of Effort Reporting

Overview:
This course has been designed to: 1) provide you with basic information regarding time and effort reporting and 2) train you to use the electronic time and effort certification system (ECRT).

Please note:
- Training for certifiers is mandatory.
- "Certifiers" are: faculty/PIs with effort on sponsored projects. These individuals certify their own effort. PIs certify for graduate students, postdocs, and non-PI staff who work on their projects.
- We strongly recommend completing the training BEFORE certifying with the new ECRT system.
- Each certifier must complete the training within 90 days of the first date on which a statement is available for certifying in ECRT.

Six Simple Steps to Get You Started!

Please note that yellow highlight is added for emphasis and will not be shown on your menu.

Step 1. Go to the CITI Training Site at www.citiprogram.org

Step 2. Registered Users: Enter your log in information and click the “Submit” button. New Users please proceed to Step 7.
Step 3. On the following menu, click “Add a course or update your learner groups.”

Step 4. Scroll to Question 5 and click “yes” and hit the “Continue” button
Step 5. Click on “Go Back to Learner’s Main Menu”
Step 6. Look for the course entitled “The Basics of Effort Reporting” and begin the test by clicking “Enter” located under the status button