CITI Web-Based Training Curriculum
For Non-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.

Five Simple Steps to Get You Started!

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

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

Step 2. Click on New Users and follow instructions to register.
Step 3. Enter Registration Information. See Example Below.
Step 4. After completing the Registration Section, you will be brought to the Course Selection page. Scroll to the very bottom of the page and answer yes to Question 5 and then hit the “Submit” Button.

5. Do you want to take The Basics of Effort Reporting. (This course is mandatory for Principal Investigators and Staff engage in sponsor Program Activity)
   Choose one answer
   - Yes
   - No, Thank you

Step 5. You will be brought to a screen that asks you if you want to affiliate with another institution. Click “no”. You will then be brought to the following screen. Under My Courses, hit the “Enter” button to begin the course.
David Mann (Member ID: 1158951)

CITI Collaborative Institutional Training Initiative

Main Menu

- This is the email address we have for you. David_Mann@umi.edu. If this is not correct, please edit or change your email address now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one grade book per institution to track your progress in meeting the institution’s coursework requirements (see below).

Affiliate with another institution | Change login information | CME/CEU credits

University of Massachusetts Lowell

View University of Massachusetts Lowell instructions page

You have enrolled for the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Reports</th>
<th>Voluntary Satisfaction Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Basics of Effet Reporting</td>
<td>Incomplete - Secured</td>
<td>Not Earned</td>
<td>Not Available</td>
</tr>
</tbody>
</table>

1. Add a course or update your learner groups for University of Massachusetts Lowell

University of Massachusetts Lowell Learner Utilities

- Optional Modules (completion is completely voluntary and will not count toward a completed course)
- Update my profile information for University of Massachusetts Lowell
- Disease Courseware Completed
- CME/CEU credits for human subjects protection coursework
- Remove my affiliation from University of Massachusetts Lowell