

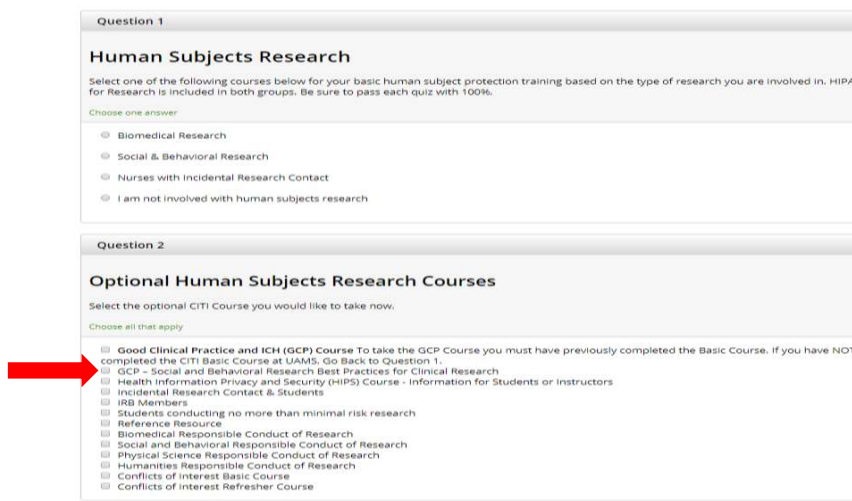
Adding GCP Social/Behavior Research Course

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. Below this, there is a table of courses for the University of Arkansas for Medical Sciences. The table has columns for Course, Status, Completion Record, and Survey. The 'Social/Behavioral Research Course' is listed with a status of 'Passed 07/25/2016' and a 'View/Print Share' link. Below the table, there is a section for 'My Learner Tools for University of Arkansas for Medical Sciences' with a list of options: Add a Course, Remove a Course, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation.

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 the 'Question 2' section of the CITI Program website. The title is 'Optional Human Subjects Research Courses'. Below the title, there is a text box that says 'Select the optional CITI Course you would like to take now.' and 'Choose all that apply'. There is a list of checkboxes for various courses. A red arrow points to the checkbox for 'GCP – Social and Behavioral Research Best Practices for Clinical Research', which is checked. 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. 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 green checkmark and the text 'Your request has been successfully submitted.' are displayed. Below this, there is a table of courses for the University of Arkansas for Medical Sciences. The table has columns for Course, Status, Completion Record, and Survey. The 'GCP – Social and Behavioral Research Best Practices for Clinical Research' course is listed with a status of 'Not Started' and 'Not Earned'. Other courses listed include 'Biomedical Research', 'Good Clinical Practice (GCP) Basic Course', and 'Social/Behavioral Research Course'. Below the table, there is a section for 'My Learner Tools for University of Arkansas for Medical Sciences' with a list of options: Add a Course, Remove a Course, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation.