

Collaborative Institutional Training Initiative (CITI) Instructions

To ensure that the SIUC research community is compliant with the various regulations that govern research activities and that researchers are appropriately informed of these regulations, OSPA offers online training in the following five areas:

- Responsible Conduct of Research (RCR)
- Human Subjects Research (IRB/HSC)
- Laboratory Animal Welfare (IACUC)
- Conflict of Interest (FCOI)
- Export Controls

To access the appropriate training module(s), proceed with the following steps:

1. Go to the Collaborative Institutional Training Initiative website (www.citiprogram.org).

The screenshot shows the CITI Program website homepage. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative", a search bar labeled "Search Knowledge Base", and links for "Log In", "Register", and "Help". Below the navigation bar is a main content area with a large image of people in a classroom setting. The image includes text overlays: "LEADERSHIP OFFICER", "OPERATIONS SECTION", "RESEARCH SECTION", and "DISASTER PLANNING FOR THE RESEARCH ENTERPRISE (DPRE) COURSE". Below the image, it states "Over 9 million CITI Program courses have been completed since 2000". To the right of the image is a login section with fields for "Username" and "Password", a "Log In" button, and links for "Forgot Username or Password?", "Log in through my institution", and "Log in via SSO". Below the login section is a "Create an account" section with a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." Below the main content area are three columns: "COURSES" with an image of a person at a laptop, "CMEs/CEUs" with an image of "Learn Earn" buttons, and "SINGLE SIGN-ON" with an image of people connected by lines. At the bottom, there are two sections: "CITI PROGRAM ANNOUNCEMENTS" with a list of news items (July 2016 Newsletter, Citi Program Content is Current with NIH sIRB Policy, New Modules of Interest - Advanced Issues in Informed Consent (June 2016), Citi Program joining BRANY, New GCP Refresher Courses: FDA Refresher and Device Refresher, More...) and "HELP & SUPPORT" with links for "How do I register?", "Merge duplicate accounts", "I forgot my Username or Password", and "More..."

- a. For **new** users, click on, “Register Here” and continue to Step #2 (below).
- b. For **existing** users:
 - i. Log in with user name and password
 - ii. Choose Southern Illinois University Carbondale Courses
 - iii. Choose “add a course or update learner groups”

2. Select your Organizational Affiliation (Southern Illinois University Carbondale), agree to Terms of Service, and click "Continue to Step 2".

The screenshot shows the CITI Program registration interface. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative", and a search bar labeled "Search Knowledge Base". Below the navigation bar are links for Home, About Us, Subscribing, Online Courses, CMEs/CEUs, News, and Contact Us. The main content area is titled "CITI - Learner Registration" and shows a progress bar with steps 1 through 7, where step 2 is highlighted. Below the progress bar, there is a section titled "Select Your Organization Affiliation". It contains a search box with "Southern Illinois University Carbondale" entered, a "Search Again" button, and a checkbox for "I AGREE to the Terms of Service for accessing CITI Program materials." Below this section is another section titled "Independent Learner Registration" with a "Continue as Independent Learner (Fees Apply)" button.

3. Enter your personal information in Steps 3-6 and click "Continue to Step 7".
4. On the **Select Curriculum** page, choose the appropriate courses from the following options:
 - a. Question 1: Responsible Conduct of Research:
 - ***Required for students paid from NSF or USDA-NIFA awards or for any personnel paid from a USDA-NIFA award.**
 - i. If required, choose the module most relevant to your field of study
 - ii. If not required, choose "Not at this time".

The screenshot shows the CITI Program registration interface at Step 7. The progress bar at the top shows steps 1 through 7, with step 7 highlighted. The main content area is titled "Select Curriculum" and contains a section titled "Question 1" with the heading "Responsible Conduct of Research". Below the heading, there is a text box asking the user to make a selection for the Responsible Conduct of Research (RCR) Course. A list of radio button options is provided: Biomedical Responsible Conduct of Research Course, Social and Behavioral Responsible Conduct of Research Course, Physical Science Responsible Conduct of Research Course, Humanities Responsible Conduct of Research Course, Responsible Conduct of Research for Engineers, and Not at this time.

b. Question 2: Human Subjects Research:

*** Required if conducting research on humans**

- i. If required, choose either Biomedical Research Investigators or Social & Behavioral Research Investigators. Only these two modules will satisfy the Human Subjects Committee training requirements.

Question 2

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Students conducting no more than minimal risk research**
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.

c. Question 3: Laboratory Animal Welfare.

***Required if conducting research involving non-human animals**

- i. If required, complete at least the following core modules:

1. Working with the IACUC
2. Minimizing Pain and Distress
3. SIUC Animal Care
4. Any available species specific module relevant to your research

Question 3

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- Aseptic surgery Course:** This Module describes the concept of Aseptic surgery and provides practical advice on how to conduct a procedure using aseptic technique
- Post-Approval Monitoring (PAM)
- IACUC Chair
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- SIUC Animal Care is required if you plan to use animals in your work.

Choose the appropriate species specific electives depending on your work or interests.

- work with Mice, Family: Muridae Cricetidae
- work with Rats, Genus: Rattus
- work with Frogs, Toads or other Amphibians
- work with Hamsters, Family: Muridae
- work with Gerbils
- work with Guinea Pigs
- work with Rabbits, Family: Leporidae
- work with Dogs
- work with Cats
- work with Fish
- work with Zebrafish: Danio rerio
- work with Swine
- work with Horses
- work with Cattle
- work with Non-Human Primates (NHP)
- work with Reptiles
- Wildlife Research
- Working With Animals In Biomedical Research - Refresher Course
- IACUC Member Refresher Case Studies

— Required for ALL animal researchers
— Required as applicable for specific projects

- d. Question 4: Would you like to take the Conflicts of Interest course?
* **Required for key personnel paid from federally funded awards**
i. If required, answer "Yes", otherwise select "No".

*** Question 4**

Would you like to take the Conflicts of Interest course?

Choose one answer

Yes
 No

- e. Question 5: Please make your selection below to receive the CITI US Export Control Regulations course.
* **Recommended for investigators engaged in research that may or does involve items subject to export controls**
i. If applicable, choose "CITI Export Controls", otherwise choose "Not at this time".

Question 5

Please make your selection below to receive the CITI US Export Control Regulations course.

Choose one answer

CITI Export Controls
 Not at this time.

- f. Question 6: Institutional/Signatory Official
* **Not applicable for most researchers**
i. Choose "Not at this time".

Question 6

Institutional/Signatory Official

If you want to take Institutional/Signatory Official Course(s), please make your selection below.

Choose all that apply

Institutional/Signatory Official: Human Subject Research
 Institutional Official: Animal Care and Use
 Not at this time.

5. Click on "**Complete Registration**" to begin your training modules.

If you have any questions regarding CITI training please contact Mandy King (mlking@siu.edu, 453-4530)