Collaborative Institutional Training Initiative (CITI) Instructions

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

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

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

1. Go to the Collaborative Institutional Training Initiative website (www.citiprogram.org).
   a. For new users, click on, “Register” Continue to Step 2 (below).
   b. For existing users:
      i. Log in with your 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, affirm you are affiliated with SIUC, and click “Continue to Create Your CITI Program Username/Password”.

   [Image of CITI program registration page]

Research Ethics and Compliance Training

a. For new users, click on, “Register” Continue to Step 2 (below).

b. For existing users:
   i. Log in with your user name and password
   ii. Choose Southern Illinois University Carbondale Courses
   iii. Choose “Add a Course or Update Learner Groups”

   [Image of CITI program registration page]
3. Enter your personal member 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. Human Subjects Research
      * Required if conducting research on humans
      Choose Social & Behavioral Research Investigators. Only this module will satisfy the Institutional Review Board training requirements.

   b. Laboratory Animal Welfare
      *Required if conducting research involving non-human animals
      i. If required, complete:
         1. Working with the IACUC, Minimizing Pain and Distress, SIUC Animal Care
         2. Any available species specific module relevant to your research
c. 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”.

   ![Question 3]

   Responsible Conduct of Research
   If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.
   Choose one answer:
   - 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
   - Not at this time.

d. Conflicts of Interest
   * Required for key personnel paid from PHS funded research awards (NIH, SAMHSA, HRSA, CDC, FDA, ADHRQ)
   i. If required, choose “Yes”.

   ![Question 4]

   Would you like to take the Conflicts of Interest course?
   Choose one answer:
   - Yes
   - No

e. Export Controls
   * Recommended for investigators engaged in research that may or does involve items subject to export controls
   i. If applicable, choose “CITI Export Controls”.

   ![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. Biosafety/Biosecurity
   * Recommended for investigators engaged in research that may or does involve biosafety issues.

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

If you have any questions regarding CITI training please contact Ami Ruffing (aruffing@cehs.siu.edu, 453-4530).

**For animal researchers wishing to update training (have already completed the three required modules)**

If you have previously completed the CitiProgram training modules, and your training has expired, you are only required to do the Working with Animals in Biomedical Research – Refresher Course module. To locate the Refresher Course, log on to CitiProgram. You will see the modules you have previously completed. Scroll to the bottom of the page where there is a section entitled My Learner Tools for Southern Illinois University Carbondale. Click the first item called “Add a Course or Update Learner Groups. Scroll to Section 3, Laboratory Animal Welfare. The Refresher Course is the second to last item in the species section. Click the box, scroll to the bottom of the page, and click SUBMIT. You will see the Refresher Course module in your list of modules.