

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).



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”
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”.

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

Southern Illinois University Carbondale

Southern Illinois University Carbondale only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Southern Illinois University Carbondale.

Continue To Create Your CITI Program Username/Password

or

Independent Learner Registration

Use this option if you are paying for your courses... persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa... are not accepted.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

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.

Question 1

Human Subjects Research

Please choose one learner group 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.

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

These three are **REQUIRED**

Question 2

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.
- IUC Animal Care is required if you plan to use animals in your work.
- Reducing Pain and Distress in Laboratory Mice and Rats is required if you plan to conduct studies that have the potential to cause "more than momentary pain and distress."
- Aseptic Surgery is required if you plan to conduct surgery on animals.
- Wildlife Research is required if you plan to use wild animals in your work.
- Working With Animals In Biomedical Research - Refresher is required every three years after you first complete required training.
- Essentials for IACUC Members is required if you are an IACUC Member.
- Post-Approval Monitoring (PAM) is required if you are an IACUC Member.
- IACUC Chair

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

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

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.**

Question 6

Biosafety/Biosecurity

Please make your selection(s) below to enroll the Biosafety/Biosecurity Course.

Choose all that apply

- Introduction to Biosafety
- Biosafety Officer Training
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Human Gene Transfer Trials
- Nanotechnology
- Institutional Biosafety Committee Member
- Dual Use Research of Concern (DURC)
- USDA Permits

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.