# 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)
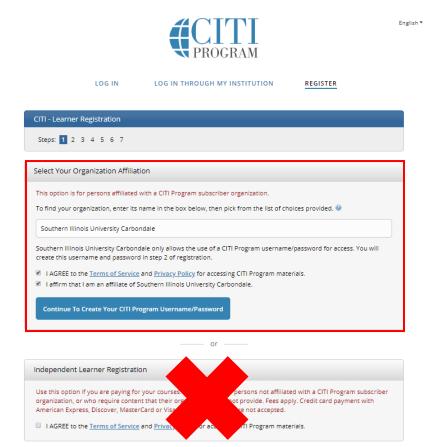- Export Controls
- Biosafety/Biosecurity

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

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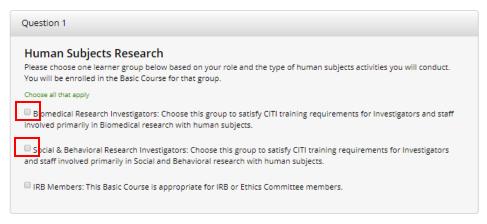


a. For **new** users, click on, **"Register"** Continue to Step 2 (below).
b. For **existing** users:
    i. Log in with your user name and password
    ii. Choose Southern Illinois University Carbondale Courses
    iii. Choose "Add a Course or Update Learner Groups"
2. Select your Organizational Affiliation (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".
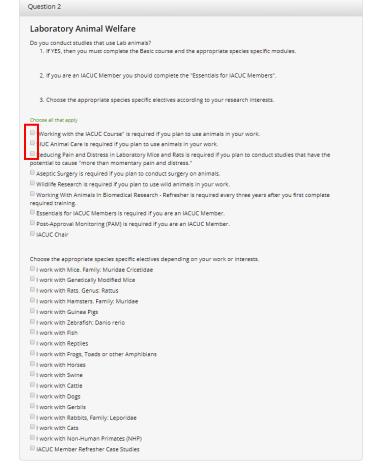
3. Enter your personal member information in Steps 3-6 and click "Continue to Step 7".
4. On the **Select Curriculum** page, choose the appropriate courses from the following options:

   a. Human Subjects Research
   * **Required if conducting research on humans**
   If required, choose either Biomedical Research Investigators or Social & Behavioral Research Investigators. *Only these two modules* will satisfy the Human Subjects Committee 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".

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**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.

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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".

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**Question 4**

Would you like to take the Conflicts of Interest course?

Choose one answer

○ Yes
○ No

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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".

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**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 Mandy King (mlking@siu.edu, 453-4530).