

## CITI COMPLETION INSTRUCTIONS

### Introduction

All personnel involved with the conduct of human subject and/or animal model research must complete training in the protection of human subjects and/or animal welfare. The CITI “Biomedical Course” is used for the initial training of human subject research. CITI courses for individuals utilizing animal models include “Working with the IACUC” and species specific modules. The completion certificate is valid for **three** years after which time training must be refreshed. Instructions on how to complete the CITI training are provided below.

### CITI Sign On

From <http://www.citiprogram.org>, if you are a new user, on the upper right hand corner of the screen, click on “Register.” The registration process will walk you through 7 steps.

### Curriculum Window – “CITI Course Enrollment Questions”

#### **Initial Training**

The **Basic Course** for Human Subjects Research and the LabAnimal Welfare **Core Courses** will require 4-6 hours to complete depending on the curriculum prescribed by your institution. You are encouraged to use multiple log on sessions.

Enroll in a **Learner Group** appropriate for your role in Human Subject Research and/or Lab Animal Welfare.

#### **Humans Subjects Training**

- To access the “Biomedical Course” - Choose Group 1 under Question 1
- To access optional courses choose as appropriate under Question 3
  - Good Clinical Practice and ICH (GCP) - GCP is required for Principal Investigators of Clinical Trials
  - Responsible Conduct of Research (RCR) - RCR can be used to partially satisfy the requirements of certain federal funding mechanisms
- To access the “Conflict of Interest Course” – Answer “Yes” under Question 4. The Conflict of Interest Course will have to be completed by everyone participated in Federally Supported studies.

#### **Lab Animal Welfare Training**

- From Question 2 please select “Working with the IACUC” as well as the appropriate courses relevant to the species you are working with.

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### Main Menu

Once you have completed the learner group options, the next page is the Main Menu. This page lists the courses you have chosen. The Main Menu also provides a number of **Course Utilities** designed to help you.

- At any time you may “Add a Course or Update Learner Groups” to change the options you previously selected.
- Please complete the **Integrity Assurance** module presented at the top. The system will allow you to start taking the courses after completing it.
- Complete the required modules and associated quizzes.
- Complete any “**Elective**” modules.

### Refresher Training

Other than the Conflict of Interest (COI) Course, Baystate policy is that CITI research training is valid for a period of 3 years. In order to be consistent with PHS fCOI regulations, the COI Course is valid for a period of 4 years. Once the expiration date is approaching, CITI will automatically prompt you via an email to complete the refresher course. Once logged into CITI, the refresher course will be listed under the main menu.

### Other Institutions

CITI allows for individual learners to affiliate with other institutions. From the main menu, scroll all the way to the bottom of the page and click on the tab “Click here to affiliate with another institution.”

- Select the institution you would like to affiliate with.
- Answer their questions on member information (name, email, etc) and proceed to answer their course enrollment questions.

The software will automatically sum the requirements of both institutions so that you need not retake modules common to both institutions.

### To Complete the Course

- The minimum “passing” aggregate score for the quizzes at Baystate is 80%. A running tally is compiled in the Grade Book. If you want to improve a score, you may repeat any quiz on which you didn’t score 100 %.
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be needed for your IRB Submission. You may return to the course site in the future to obtain a copy of the completion report.
  - In order to save an electronic copy of the certificate click on “Print Report.” The report will open up as a pdf. At that point it can either be saved or printed.

# Baystate Health

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- Submit a voluntary, anonymous user satisfaction survey.

### Questions

- If you need technical support please contact [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu) or to 305-243-7970.
- If help is needed with navigating CITI or with preparing an IRB application and supporting documentation, please contact the Baystate Health Human Research Protection office (413-794-4356). Support is available by phone or arrangements can be made for in person educational sessions tailored to meet your needs.
- If help is needed with Lab Animal Welfare Training, Investigators, study personnel and students are strongly encouraged to contact the Baystate Health IACUC Administrator (413-794-0579) for educational assistance in preparing an IACUC application and supporting documentation.