



## CITI Program Training for Commonwealth University Faculty, Staff, Students, and Affiliates

If you have completed CITI courses outside of CU, please see this link for details on how to affiliate those courses: <https://support.citiprogram.org/s/article/how-to-add-change-your-affiliated-institution-or-transfer-completions? qa=2.182358503.1930946492.1697549216-760731854.1690217811>

### New Registration:

1. Go to “Register” on the upper right-hand side
2. Select “Commonwealth University of PA” as your Organization Affiliation

A screenshot of the CITI Learner Registration web form. The page title is "CITI - Learner Registration". Below the title is a progress bar with steps 1 through 7, where step 1 is highlighted. The main content area is titled "Select Your Organization Affiliation". It contains a red note: "This option is for persons affiliated with a CITI Program subscriber organization." Below this is a text input field containing "Commonwealth University of PA". A red arrow points from the second step of the list above to this input field. Below the input field is a paragraph: "Commonwealth University of PA only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration." At the bottom, there are two checkboxes: the first is checked and reads "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials."; the second is unchecked and reads "I affirm that I am an affiliate of Commonwealth University of PA." A red arrow points from this second checkbox to the third step of the list below.

3. Select “AGREE” to the Terms of Service and “I affirm that I am an affiliate of Commonwealth University of PA”
4. Continue to Create Your CITI Program Username/Password and complete information
5. Once on the Main Menu, scroll down and select “Add a Course”

6. Answer questions to add course/s most appropriate to your purpose and area of study
7. Be sure to select **“no or not at this time”** for any questions/courses not applicable at this time

### Human Subjects Research - IRB

If you are a student, faculty, or staff member planning to conduct Human Subjects Research, you must complete one of the following two courses, whichever suits your study area: **1) Biomedical Research Investigators** or **2) Social and Behavioral Research Investigators**.

If you are a student unsure which course would be most appropriate, consult a faculty member for guidance. Other courses may be assigned to you as part of a course, but only one of the two highlighted courses will fulfill the training requirement for submitting to the IRB. *Please be sure to complete the Human Subject Research course, and **NOT** the Responsible Conduct of Research (RCR) course if you want to complete the training required to submit an IRB application. Human subject research **requires** Biomedical or Social & Behavioral training.*

## Question 1

### 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.

- 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. |
- Revised Common Rule

## Health Privacy and/or FERPA

Health Privacy and/or FERPA training is **not** required for Human Subject Research Training but it may be a good idea to take if you propose using health data or educational data. These trainings may also be assigned to you if you work in a clinical or educational setting on or off campus. See below for information on specific modules available within each course.

### Question 9

#### Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

- Health Privacy  
 FERPA  
 I am not required to complete the IPS course or FERPA course at this time.

#### Health Privacy Module Options

##### Required Modules

Modules	Completed	Score	
Basics of Health Privacy (ID 1417)	10-Oct-2019	80%	<a href="#">Review</a>

##### Optional Modules

Modules	Completed	Score	
Health Privacy Issues for Students and Instructors (ID 1420)	10-Oct-2019	80%	<a href="#">Review</a>
Health Privacy Issues for Clinicians (ID 1418)	10-Oct-2019	80%	<a href="#">Review</a>
Health Privacy Issues for Researchers (ID 1419)	Optional	-	<a href="#">Start</a>

## FERPA Module Options

### Required Modules

Complete the required module.

Modules	Completed	Score	
FERPA: An Introduction (ID 17407)	Incomplete	-	<a href="#">Start</a>

### Supplemental Modules ?

Modules	Completed	Score	
FERPA for Instructors (ID 17408)	Incomplete	-	<a href="#">Start</a>
FERPA for Students (ID 17409)	Incomplete	-	<a href="#">Start</a>
FERPA for Researchers (ID 17410)	Incomplete	-	<a href="#">Start</a>
FERPA for Institutional Review Boards (IRBs) (ID 17411)	23-Oct-2019	100%	<a href="#">Review</a>
FERPA for Educational Administrators (ID 17412)	Incomplete	-	<a href="#">Start</a>

## Animal Research- IACUC

If you are a student, faculty, or staff member planning to conduct animal research, you must complete the **“Working with the IACUC Course.”** Select any electives appropriate to your work and/or interests.

### Question 4

## Laboratory Animal Research

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 lab animals in your work.
- Antibody Production
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

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

- I work with Mice. Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rats. Genus: Rattus
- I work with Swine
- I work with Dogs
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Non-Human Primates (NHP)
- Working With Ferrets in Research Settings
- 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".
- I work with Fish.  
This course is currently under construction and not available at this time. Please make another selection
- I work with lizards, snakes or other reptiles.  
This course is currently under construction and not available at this time. Please make another selection
- Working With Animals In Biomedical Research - Refresher Course
- If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.

## Biosafety/Biosecurity Research

Recommended for all researchers working with recombinant DNA or select agents, responding to biohazards, or shipping/transporting regulated biological materials.

**GROUP A General** – Anyone working with Biological Materials

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Shipping and Transport of Regulated Biological Materials
- Emergency and Incident Response to Biohazard Spills and Releases OSHA Personal Protective Equipment Training

### **rDNA**

If you are working with rDNA take Group A AND ALSO the following course:

- NIH Recombinant DNA (rDNA) Guidelines

### **Blood, Urine, Saliva**

If you are working with Blood, Urine, Saliva take Group A AND ALSO the following course:

- OSHA Bloodborne Pathogens Select Agents

### **Select Agents**

If you are working with Select Agents you must take Group A AND ALSO the following course:

- Select Agents, Biosecurity and Bioterrorism

#### Question 6 \*

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer

- Introduction to Biosafety
- 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
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training
- Not at this time.

## Responsible Conduct of Research

Before a student begins research, or as part of a research course, it may be a good idea to have them complete the “**Responsible Conduct of Research**” training. Some granting agencies require students to complete this training before they engage in research (i.e., NSF, NIH, USDA) and receive compensation for their research duties.

**Complete the course most appropriate to your field of study.**

Question 3

### Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.  
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
- Responsible Conduct of Research for Administrators
- Not at this time.

## Financial Conflict of Interest (FCOI) Training

FCOI Training is **required** for all recipients of PHS funds (includes NIH, CDC, FDA, CMS, HHS), and it is recommended for all sponsored activity financial managers.

Required Modules		
	Date Completed	Score
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070)	Incomplete	0/0 (0%)
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)	Incomplete	0/0 (0%)