

## Collaborative Institutional Training Initiative (CITI) Instructions for Animal Research

- 1.) Navigate to <http://www.citiprogram.org>
- 2.) Click on New Users “Register Here”.

**CITI Collaborative Institutional Training Initiative**

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### Welcome

#### CITI Login and Registration Page

**i** The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

**i** New Users **Register Here**

**i** Already Registered? **Login Below**

Username

Password

**Submit**

[Forgot login information](#)

- 3.) Next, complete steps 1 - 4.
  1. Select Western Illinois University as your institution.

**Complete Registration Steps 1-4 now.**

### 1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution..** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

**Participating Institutions:**

**Veterans Affairs:**

**Department of Energy:**

**HIV/AIDS Network Coordination (HANC):**

2. Select your username and password
3. Create your security question and answer
4. Enter your name
5. Enter your email address

6. In response to the item, “Do you anticipate requesting CME / CEU credits for the course(s) you are about to complete?” select “**no.**”
  7. Answer the item, “May we contact you to complete a course survey?”
  8. Click Submit.
- 4.) Complete the member information section. In response to “Role in research:” please select “Student Researcher” or the appropriate title from the dropdown list. Your selection will not change or impact any of the required elements of training.

* Role in Research:	Student Researcher - Undergraduate
Address Field 1:	Recruiter
Address Field 2:	Statistician
Address Field 3:	Study nurse
City:	Study Coordinator
State:	Site Coordinator
Zip/Postal Code:	Social Worker
Country:	Research Assistant
* Office Phone:	Data manager
* Which course do you plan to take?:	Compliance Officer
Home Phone:	IACUC Administrator
	IACUC Chair
	IACUC Member
	Institutional Official
	Lab. Research Staff
	Research Administrator
	Research Fellow - Post Graduate
	Research Integrity Officer
	Student Researcher - Graduate level
	Student Researcher - Undergraduate
	Veterinarian

- 5.) In response to “Which course do you plan to take?:” please select “**Laboratory Animal Welfare**” or “other” from the dropdown list.

* Which course do you plan to take?:	
Home Phone:	Basic Human subjects - Biomedical Basic Human subjects - Biomedica
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	Basic Human Subjects - Social & Behavioral Focus
	Basic Human Subjects - Biomedical & Social & Behavioral Focus
	Biosafety / Biosecurity
	Good Clinical Practice
	Health Information Privacy and Security (HIPS)
	<b>Laboratory Animal Welfare</b>
	Responsible Conduct of Research
	Refresher Course - Biomedical Research
	Refresher Course - Social and Behavioral Research
	Other

- 6.) Next, select the appropriate curriculum, “**No, I conduct research with Animals. Please go to question 2**”.

Select Curriculum - Western Illinois University

1. Are you an investigator or staff member at the Western Illinois University conducting research with human subjects?

Choose one answer

- Yes, I conduct biomedical studies, I may have direct contact with patients or patient records. I may be involved in drug or medical device studies.
- Yes, My focus is Social or Behavioral research. I may have direct contact with subjects and /or their personal information.
- Yes, But, my research uses Data or Specimens ONLY. I have no direct contact with subjects or their private health information.
- Yes, I am a Student and I need the training for classes projects.
- Yes, I am currently an IRB Member, IRB administrator, IRB Coordinator or IRB staff member.
- No, I conduct research with Animals. Please to to question 2.

- 7.) Select the check box, “**Working with the IACUC Course is required if you plan to use lab animals in your work**”.

*At a minimum, all student researchers must complete this option.*

2. Do you conduct studies that use Lab animals?

- ▶ If YES, then you must complete the Basic course and the appropriate species specific modules.
- ▶ If you are an IACUC Member you should complete the "Essentials for IACUC Members".
- ▶ 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.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

- 8.) Select the appropriate responses under, “Choose the appropriate species specific electives depending on your work or interests.”

*This section may not apply to all researchers. If your research procedures require minimizing pain and distress, or aseptic surgery, you must complete this section.*

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

- 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".
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

- 9.) Select the appropriate species specific module.

*If your research project requires the use of mice or rats, you are required to complete the appropriate species specific module.*

**Species Specific Modules**

- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Rabbits, Family: Leporidae

- 10.) Researchers conducting research with animals **do not** have to complete these modules.

**Do not make a selection.**

3. If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course

11.) If appropriate, affiliate with another institution by clicking “Yes”. If not, select “No”.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection.

12.) Finally, to start the modules, click on “**Enter**” next to each course.

Western Illinois University		<a href="#">View Western Illinois University instructions page</a>		
You have enrolled for the following courses:				
<a href="#">My Courses</a>	<a href="#">Status</a>	<a href="#">Completion Reports</a>	<a href="#">CME/CEU Credits</a>	<a href="#">Voluntary Satisfaction Survey</a>
Investigators, Staff and Students, Basic Course	Not Started - <b>Enter</b>	Not Earned	N/A	Not Available

13.) To add a course, click on “Add a course or update your learner group.”

[Add a course or update your learner groups for Western Illinois University](#)

14.) You may be required to provide the IACUC with a copy of your training certificate. Please print and save a copy of your completion certificate. Once you have completed your module(s), CITI sends a notification of completion to the Office of Sponsored Projects. If you have any questions regarding the CITI training, please contact: Angela Tee, Compliance Specialist at (309) 298-1191 or AJ-Tee@wiu.edu.