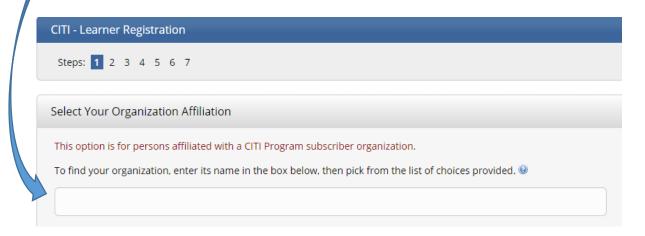
Instruction for Accessing and Using CITI for Training

Step 1. Log in

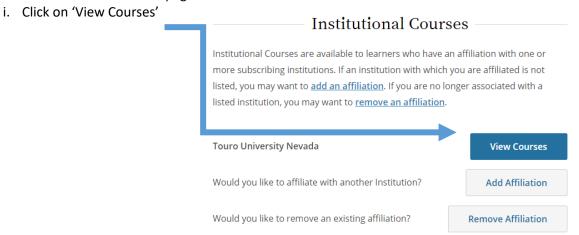
Go to www.citiprogram.org

- A. If you are in the system:
 - 1. Click 'Log In' (upper right)
 - 2. Log in using your Touro Portal Username and Password
 - 3. If you get an error, go to 'B'. Otherwise, go to Step 2
- B. If you aren't in the system:
 - 1. Click 'Register' (upper right)
 - 2. (Screen shot below) Type in 'Touro' under 'Select Your Organizational Affiliation'; it should pick it up and allow you to choose 'Touro University Nevada'
 - 3. Click the 'I AGREE..' and 'I affirm...' buttons.
 - 4. (No screen shot) 'Continue' and enter the requested information



Step 2. Load the courses you need

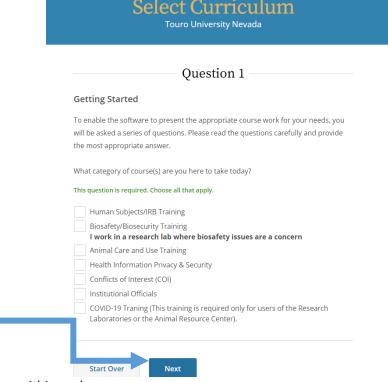
- 1. Make sure you are logged in at www.citiprogram.org. If not, go back to Step 1.
- 2. If you are on the 'Getting Started' page, proceed to #3.
 - a. From the 'Institutional Courses' page:



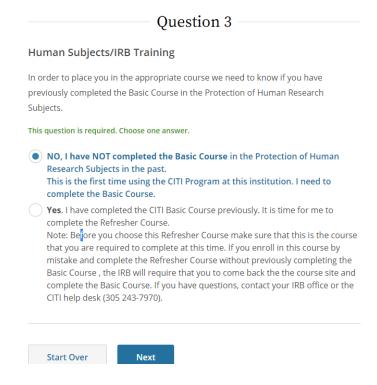
ii. You will see a list of courses that are active, ready to begin, and completed, as applicable. Scroll to the bottom of the page to find 'Add a course' and click on it.



- 3. Question 1: Check all boxes which apply to your training needs
 - a. Click 'Next'



- 4. Additional choices within each area
 - a. Human Subjects/IRB
 - i. If this is the **first time** you have taken the safety course (or it's been **more than five years**), choose '**No**' to take the basic course.
 - 1. If you have taken the Basic course or Refresher in the past 5 years, choose 'Yes' to load up the Refresher course. Otherwise choose 'No'.
 - 2. Click 'Next'



- ii. Choose the most relevant type of training for your Human Subjects research. The first two options are suitable for most research projects; read the descriptions to choose the best fit for your research. 'Students' is intended for classes only; it does not meet the IRB's requirements for research projects. Only IRB Members need to take the 'IRB Members' module.
 - Click 'Next'

Question 4		
Human Subjects/IRB Training, Basic Course		
Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the Basic Course for that group.		
This question is required. Choose one answer.		
Biomedical Research Investigators: Choose this group for Investigators and staff involved in research with human subjects that is NOT social, behavioral, or educational and that does NOT only involve specimens or data.		
Social & Behavioral Research Investigators: Choose this group for Investigators and staff involved primarily in Social, Behavioral, and Educational research with human subjects.		
Students - Class only: Choose this group to focus on the bare basics of ethics in human subjects research. Use this group only if directed by a course instructor. Students conducting active research need to do the training in other modules.		
IRB Members: This course is appropriate for IRB Committee members.		
Start Over Next		

- iii. **Good Clinical Practice** (*no screen shot*) is a quite extensive course for clinical trials involving drug, biologic, or medical device testing. Add this course if your research is likely to involve the FDA.
 - 1. Click 'Next'

b. Animal care and use training

- i. If this is the first time you have taken the safety course (or it's been more than five years), choose 'No' to take the basic course.
 - 1. If you have taken the Basic course or Refresher in the past 5 years, choose 'Yes' to load up the Refresher course the Choose 'yes' or 'no', depending on if you've had the basic training or not.
 - 2. Click 'Next'

Question 7

In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Lab Animal course.

This question is required. Choose one answer.

	mpleted the Basic Course in the Lab Animal course t time using the CITI Program at this institution. I need Course.	
Yes. I have compl complete the Refi	ed the CITI Basic Course previously. It is time for me t sher Course.	to
Start Over	Next	

- ii. (*Partial screen shot below*) Choose a course related to your <u>role</u> (principal investigator, personnel working with animals, IACUC members, etc.) and also a course for the specific animal(s) you will be working with.
 - 1. Click 'Next' at the bottom of the page

Question 9
Animal Care and Use Training
Do you conduct studies that use Lab animals?
YES, then you must complete complete the Basic course and the appropriate species specific modules.
This question is required. Choose all that apply.
Working with IACUC for Principal Investigators
Working with IACUC for Protocol Personnel Working with Animals
Working with IACUC for Members
Working with IACUC for Research Administrators and Staff
Working with IACUC for Animal Technicians
Working with IACUC for Protocol Personnel not working with animals
IACUC Chairs and Vice Chairs
Institutional Official: Animal Care and Use Please choose the appropriate animal specific training below, if necessary:
I work with Mice. Family: Muridae Cricetidae
I work with rats. Genus: Rattus
I work with Hamsters
I work with Guinea Pigs
I work with Ferrets
I work with Gerbils
I work with Rabbits

- c. **Biosafety/Biosecurity Training** is organized by role. Click on your role
 - i. Click 'Next'

Biosafety/Biosecurity Training

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

- Research Lab PI's and Lab Managers
- MHS Student and Student Research Assistants
- Non-Research IBC Members
- Facilities & Security
- Administrators With Access
- Faculty & Staff

Next

- d. Health Information Privacy & Security (HIPS)
 - i. Choose courses relevant to your role

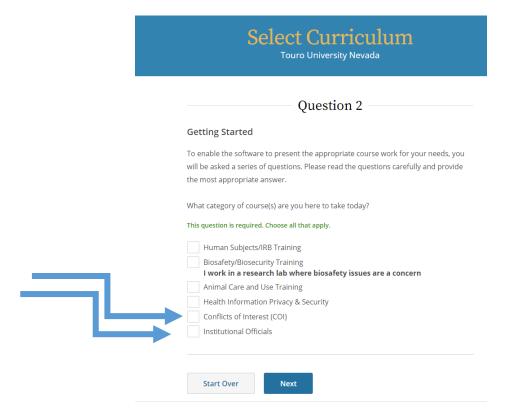
Health Information Privacy & Security

If you want to take Health Information Privacy and Security (HIPS), please make your selection below.

- Health Information Privacy and Security (HIPS) Course Information for Clinicians
- Mealth Information Privacy and Security (HIPS) Course Information for Investigators
- ullet Health Information Privacy and Security (HIPS) Course Information for Students or Instructors
- Health Information Privacy and Security (HIPS) Course Information for Fundraisers
- Health Information Privacy and Security (HIPS) Course Information for Marketers
- No, not at this time.

Next

e. Conflicts of interest or Institutional officials for IRB



Additional information on CITI training:

- Courses are generally good for <u>3 years</u>, but check the completion information to confirm.
- If you make a mistake, you can <u>remove a course</u> by following Step 2, directions 1-2, and Clicking 'Remove a course'.
- Many courses have both <u>required</u> and <u>elective</u> components.
 - 1. Required components must be completed
 - 2. For elective components, you choose a required number of modules that are most relevant to your research. Remember, the 'easiest' module is going to be the one with relevant information in it (because you care about it).
 - 3. In most cases, 80% (sometimes 70%) is required to pass a module.
- Proof that you completed a course
 - 1. The IRB directly queries the CITI database when you apply.
 - 2. Other entities may want a certificate, which you can get by following Step 2, directions 1-2, and Clicking 'View Previously Completed Coursework'.
 - 3. For the appropriate course, click on 'View-Print-Share'



4. Click on the link below 'Completion Report' of 'Completion Certificate'

Additional questions? Direct questions to:

Chief Research Officer Cheryl Vanier, Ph.D., at cvanier@touro.edu

For human subjects research, contact the IRB Chair at TUN.IRB@touro.edu

For animal studies, contact the IACUC Chair at TUN. IACUC@touro.edu

For use of biohazards or hazardous chemicals, contact the Institutional Biosafety Officer at vbondare@touro.edu