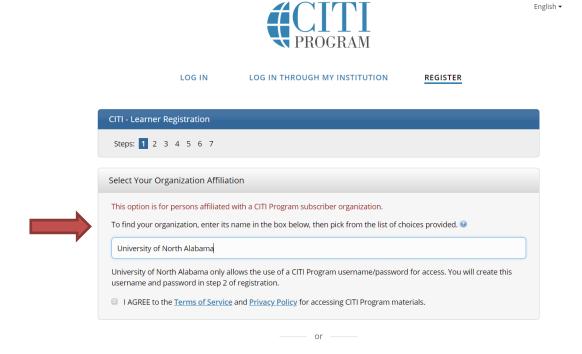
# **Registration Instructions for CITI Training**

Go to the Collaborative Institutional Training Initiative (CITI) website. On CITI's home page, click "Register" to create an account for the first time.



# Follow Steps 1 through 7 to Register New Account:

Select your Organization Affiliation. Enter "University of North Alabama" in the box and select "I AGREE" and "I affirm that I am an affiliate of the University of North Alabama".



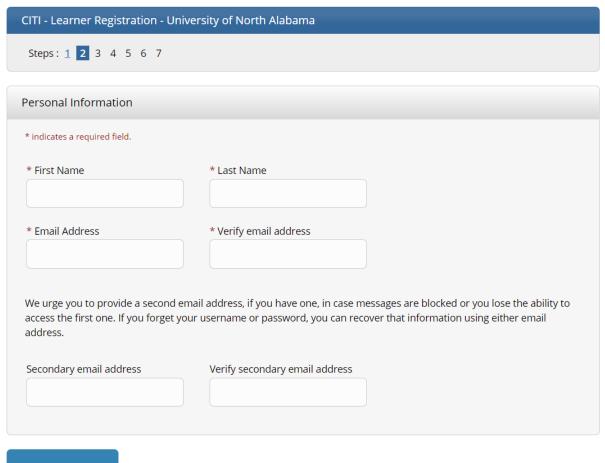
University of North Alabama only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.

I affirm that I am an affiliate of University of North Alabama.

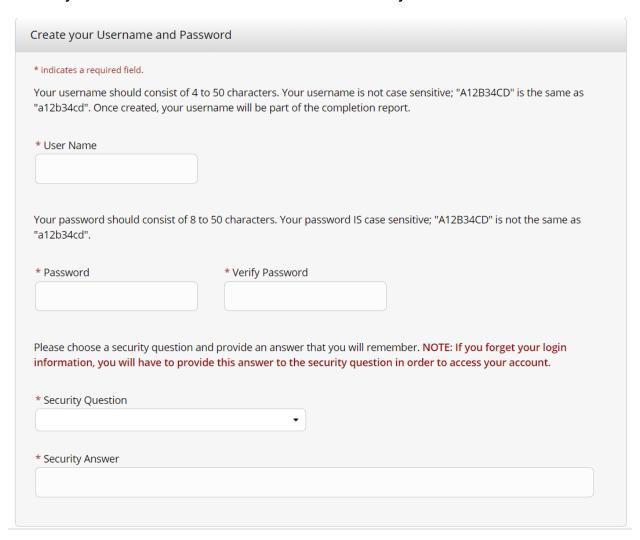
Continue To Create Your CITI Program Username/Password

## Enter required information for name and email address.



Continue To Step 3

### Create your User Name and Password and Security Question.

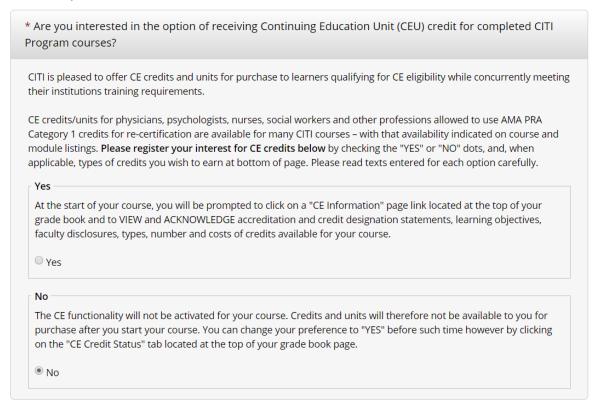


# Enter Country of Residence



Register for CEUs. CEUs are optional paid services and do not affect certification requirements for UNA's Human Subjects Research.

\* indicates a required field.



Select Curriculum. Answer questions 1 to determine the certification(s) required for the type of research proposed. (Question 2-9 are optional for most users). UNA requires each researcher and IRB member to complete the appropriate *Basic* Course as specified below. Selection(s) in Question 1 will enroll users into the appropriate courses. Users may register for additional courses to meet new research requirements at any time. At a minimum, UNA's Human Subjects Committee requires the following:

### Question 1:

Select Biomedical Researchers OR Behavioral Researchers OR IRB Members (for members of the UNA Human Subjects Research Committee).

Users will be enrolled based on their selection in Question 1 as follows:

- Biomedical Researchers: Biomedical Research Basic Course (14 required modules)
- Behavioral Researchers: Social & Behavioral Research Basic Course (15 required modules)
- IRB Members: IRB Members Basic Course (34 required modules)

### UNA ONLY REQUIRES AN ANSWER TO QUESTION 1.

Answering other questions will enroll a user into additional modules, which the user may remove later; additional courses are optional. However, the Basic Courses are REQUIRED.

Users are required to complete each of the *required* modules within the Basic Course that corresponds with the Human Subjects Research proposed. Users must complete each module with a minimum score of 80% and then print/save the certificate of completion. Certification is valid for up to 3 years.

#### Select Curriculum

\* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

#### 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.

Choose one answer

- 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.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- □ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

Question 2
Institutional/Signatory Officials & IRB Chair  Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.  Choose all that apply  Institutional/Signatory Officials  IRB Chair
Question 3
Good Clinical Practice (GCP)  Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.  Choose one answer  GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)  GCP for Clinical Investigations of Devices  GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)  GCP - Social and Behavioral Research Best Practices for Clinical Research  Not at this time.
Question 4
Information Privacy Security Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.  Choose one answer  IPS for Clinicians IPS for Researchers IPS for Students and Instructors IPS for Fundraisers IPS for Marketers IPS for Marketers I am not required to complete the IPS course at this time.
Question 5
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 Responsible Conduct of Research for Engineers Humanities Responsible Conduct of Research Physical Science Responsible Conduct of Research Social and Behavioral Responsible Conduct of Research

Not at this time.

Question 6
Conflicts of Interest (COI) Would you like to take the Conflicts of Interest course? Choose one answer  Yes No
Question 7
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.
$\blacksquare$ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
□ IACUC Community Member
□ Institutional Officials
IACUC Chair
Post-Approval Monitoring (PAM)
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".

Choose the appropriate species specific electives depending on your work or interests.
☐ I work with Frogs, Toads or other Amphibians
□ I work with Mice. Family: Muridae Cricetidae
□ I work with Rats. Genus: Rattus
☐ I work with Hamsters. Family: Muridae
□ I work with Gerbils
□ I work with Guinea Pigs
☐ Working With Ferrets in Research Settings
□ I work with Rabbits, Family: Leporidae
□ I work with Cats
□ I work with Dogs
□ I work with Swine
□ I work with Horses
□ I work with Cattle
□ I work with Sheep & Goats
□ I work with Non-Human Primates (NHP)
□ I work with Fish
□ I work with Zebrafish
□ Wildlife Research
Question 8
Public Health Research
Please make your selection below if you wish to be enrolled in the Public Health Research course.
Choose one answer
Public Health Research
Not at this time.
Question 9
Bioethics
Please make your selection below if you wish to be enrolled in the Bioethics course.
Choose one answer
Bioethics      Note to the following
O Not at this time.

**Complete Registration** 



# **Institutional Courses**

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to <u>add an affiliation</u>. If you are no longer associated with a listed institution, you may want to <u>remove an affiliation</u>.

University of North Alabama

**View Courses** 

Would you like to affiliate with another Institution?

**Add An Affiliation** 

# Instructions Accessing Courses within CITI Training

Go to the Collaborative Institutional Training Initiative (CITI) website. On CITI's home page, click "Log In" to access an account. Enter User Name and Password. If User Name or Password are lost, click "Forgot?" to recover.



From the Welcome Page, navigate to the course. For first time users, all courses will be shown under "Courses Ready to Begin". A User may complete modules within each course in any order and is not required to complete all modules in one sitting. Courses that are underway but are incomplete will appear under "Active Courses". Courses that are complete appear under "Completed Courses".

# University of North Alabama

Active Courses

Learner Tools

You have no active courses for this Institution.

# Courses Ready to Begin

**Learner Tools** 

You have no courses ready to begin for this Institution.

# **Completed Courses**

**Learner Tools** 

To Add or Remove a Course, select "Add a Course" or "Remove a Course" from the Learner Tools for University of North Alabama Menu at the bottom:

### Learner Tools for University of North Alabama

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- <u>Update Institution Profile</u>
- Remove Affiliation

When adding a course, the User will answer the same questions 1-9 as when registering.

From this menu, a User may also view completed Courses and View-Print-Share course certificates for completed courses.

### University of North Alabama Records (ID 3870)

### Biomedical Research - Basic/Refresher - Biomedical Research (ID 175606)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	29774731	80%	100%	26-Nov-2018	17-Dec-2018	16-Dec-2021	<u>View</u>	<u>View-Print-Share</u>

#### Social & Behavioral Research - Basic/Refresher - Social & Behavioral Research (ID 175607)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	29774710	80%	100%	26-Nov-2018	17-Dec-2018	16-Dec-2021	<u>View</u>	<u>View-Print-Share</u>

#### IRB Members - Basic/Refresher - IRB Members (ID 175608)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	29566438	80%	99%	26-Nov-2018	17-Dec-2018	16-Dec-2021	<u>View</u>	<u>View-Print-Share</u>

### A complete list of IRB MEMBER course modules includes:

Belmont Report and Its Principles (ID: 1127)

Avoiding Group Harms - U.S. Research Perspectives (ID: 14080)

Avoiding Group Harms - International Research Perspectives (ID: 14081)

Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)

Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)

History and Ethical Principles - SBE (ID: 490)

History and Ethics of Human Subjects Research (ID: 498)

Defining Research with Human Subjects - SBE (ID: 491)

The Federal Regulations - SBE (ID: 502)

Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)

Assessing Risk - SBE (ID: 503)

Informed Consent - SBE (ID: 504)

Informed Consent (ID: 3)

Privacy and Confidentiality - SBE (ID: 505)

Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)

Records-Based Research (ID: 5)

Genetic Research in Human Populations (ID: 6)

Research with Prisoners - SBE (ID: 506)

Research Involving Prisoners (ID: 8)

Research with Children - SBE (ID: 507)

Research Involving Children (ID: 9)

Research in Public Elementary and Secondary Schools - SBE (ID: 508)

Research Involving Pregnant Women, Fetuses, and Neonates (ID: 10)

International Research - SBE (ID: 509)

International Studies (ID: 971)

Internet-Based Research - SBE (ID: 510)

FDA-Regulated Research (ID: 12)

Research and HIPAA Privacy Protections (ID: 14)

Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)

Hot Topics (ID: 487)

Conflicts of Interest in Human Subjects Research (ID: 17464)

The IRB Member Module - "What Every New IRB Member Needs to Know" (ID: 816)

Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)

### A complete list of BIOMEDICAL course modules includes:

I Have Agreed to be an IRB Community Member. Now What? (ID: 13018)

Belmont Report and Its Principles (ID: 1127)

Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)

Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)

History and Ethics of Human Subjects Research (ID: 498)

Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)

Informed Consent (ID: 3)

Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)

Records-Based Research (ID: 5)

Genetic Research in Human Populations (ID: 6)

Research Involving Children (ID: 9)

FDA-Regulated Research (ID: 12)

Research and HIPAA Privacy Protections (ID: 14)

Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)

Conflicts of Interest in Human Subjects Research (ID: 17464)

Avoiding Group Harms - International Research Perspectives (ID: 14081)

A complete list of SOCIAL & BEHAVIORAL course modules includes:

Belmont Report and Its Principles (ID: 1127)

Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)

History and Ethical Principles - SBE (ID: 490)

Defining Research with Human Subjects - SBE (ID: 491)

The Federal Regulations - SBE (ID: 502)

Assessing Risk - SBE (ID: 503)

Informed Consent - SBE (ID: 504)

Privacy and Confidentiality - SBE (ID: 505)

Research with Prisoners - SBE (ID: 506)

Research with Children - SBE (ID: 507)

Research in Public Elementary and Secondary Schools - SBE (ID: 508)

International Research - SBE (ID: 509)

Internet-Based Research - SBE (ID: 510)

Conflicts of Interest in Human Subjects Research (ID: 17464)

Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)