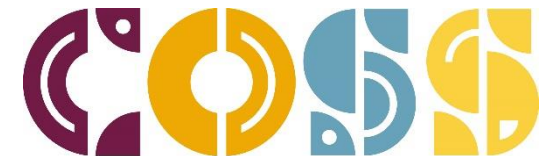


CITI Training Guide

Office of URSCA | ursca.org | research@cord.edu



Student
Opportunity
Center



CELEBRATION OF STUDENT SCHOLARSHIP

CITI Courses Available to All Concordia Students, Faculty, Staff, & Alumni

BSS (Biosafety)

- Yearly modules for:
1. ISC non-lab staff and students
 2. ISC lab students, staff, & faculty
 3. Students caring for animals in vivarium and displays
 4. The Institutional Biosafety Committee

Additional modules (required and optional) for anyone working in/with:

1. Cellular & molecular sciences
2. Shipping or transporting regulated biological materials
3. Select agents, biosecurity, or bioterrorism
4. Human gene transfer
5. Nanotechnology
6. Institutional Biosafety Committee
7. USDA permits
8. Dual use research of concern

RCR (Responsible Conduct in Research)

- Required modules for:
1. All Student Researchers/Scholars (Good for 2 years)
 2. All Faculty Researchers/Scholars (Good for 3 years)

Additional Modules for:

1. Students completing an URSCA PEAK (Good for 1 year)
2. Human-subjects researchers (Good for 3 years)
3. Vertebrate animal researchers (Good for 3 years)
4. Research administrators (Good for 3 years)

LCS (Laboratory Chemical Safety)

Yearly modules for any student, staff, or faculty working with chemicals

AUP (Animal Use)

Required modules for:

1. All faculty, staff, and students working with vertebrate animals in the lab/vivarium (Students take every 2 years, faculty & staff every 3 years)
2. All faculty, staff, and students working with vertebrate animals in the field (Students take every 2 years, faculty & staff every 3 years)
3. IACUC Members (Good for 3 years)

HSR (Human Subjects Research)

Every 4 years, required modules for:

1. All faculty, staff, and students working with human subjects age 18 and over
2. All faculty, staff, and students working with human subjects under age 18
3. IRB Members

IPS (Information Privacy & Security)

Every 4 years, required modules for faculty, staff, and student researchers

Available but currently not required modules for:

1. Nursing students & faculty
2. Advancement
3. MarCom

GCP (Good Clinical Practice)

Currently available but not required for any faculty, staff, or student

COI (Conflict of Interest)

Currently available but not required for any faculty, staff, or student

Available through
September 2020
COVID-19: Back to
Campus

To access courses:

1. Go to citiprogram.org
2. Click on the Register button (if you already have an account with CITI, click Login)
3. Start typing "Concordia College – Moorhead" to select organization affiliation
4. Check the "I AGREE..." box in the organization affiliation area
5. Do **NOT** select independent learner option
6. Enter your information and continue to answer questions about your class and research activity to determine which courses and modules you need to complete.

Selecting Courses and Learner Groups

- For each course (question) shown on the subsequent slides, select the learner group or groups appropriate for all of your courses and research or creative scholarship activities as you complete registration with CITI.
- You will be able to add courses later if you do not select them now.
- **When you complete a course, save the .pdf of the certificate.** That is your evidence of completing the required training. You may be required to submit your certificate to your instructor or other Concordia staff or faculty overseeing the CITI training courses.
- URSCA PEAK students, you will need to upload your certificate pdfs into the URSCA PEAK Teams class.

Question 1

Human Subjects Research (HSR)

Please make your selection(s) below to enroll in HSR training:



- Researchers Studying Minors under the Age of 18
- Researchers Studying People Age 18 and Older
- IRB Members
- Institutional/Signatory Officials
- IRB Chair
- Public Health Researchers

Question 2

Good Clinical Practice (GCP)

Please make your selection(s) below to enroll in GCP training:

- Drugs & Medical Devices
- Drugs & Biologics
- Devices
- Clinical Research

Question 3

Animal Care and Use

Please make your selection according to your group to enroll in your required Animal Care and Use Training.

-   **Faculty and Student Researchers Working with Vertebrate Animals in the Lab**
- Faculty & Student Researchers Working with Vertebrate Animals in the Field**
- Institutional IACUC Members & Veterinarian**
- Community Member of the IACUC**
-   **Students in Laboratory Classes Working with Vertebrate Animals**
- Students in Field Classes Working with Vertebrate Animals**
- Add-on for Researchers Performing Aseptic Surgery**
- Add-on for Researchers Producing Antibodies in Animals**
- Institutional Official (Dean)**
- IACUC Chair**

Question 4

Animal Care and Use Species-Specific Training

Please make your selections below based on your group to be enrolled in animal-specific training you required. Additionally, you can manually choose optional trainings available to you.

- Faculty & Students Working with Rats & Mice in the Field
- Faculty & Students Working with Reptiles, Amphibians and/or Fish in the Field
- Faculty and Students working with Mice in the Laboratory
- Faculty and Students working with Rats in the Laboratory
- Faculty and Students working with Zebrafish (Danio) in the Laboratory
- Institutional IACUC Members & Veterinarian
- Community Member of the IACUC

Optional Training:

- Working with Amphibians
- Working with Cats
- Working with Cattle
- Working with Dogs
- Working With Ferrets
- Working With Fish
- Working with Gerbils
- Working With Guinea Pigs
- Working with Hamsters
- Working With Horses
- Working with Mice
- Working with Non-Human Primates
- Working with Rabbits
- Working with Rats
- Working with Reptiles
- Working with Sheep and Goats
- Working with Swine
- Working With Zebrafish (Danio rerio)



Question 5

Information Privacy and Security (IPS)

Please make your selection(s) below to enroll in IPS training:

- Faculty and Student Researchers
- Nursing Students and Faculty
- Advancement
- MarCom

All students and mentors must select the basic RCR course (1st or 2nd box).

URSCA PEAK students, also select the 3rd box.

Question 6



Responsible Conduct of Research (RCR)

Please make your selection(s) below to enroll in RCR training:

  All Student Researchers/Scholars

All Faculty Researchers/Scholars

Add-on for PEAK

  Add-on for Human-Subjects Researchers

Add-on for Animal Researchers

Research Administrators

Question 7

Biosafety and Biosecurity (BSS)

Please make your selection(s) below to enroll in BSS training:

- All Lab Science Students and Faculty & Animal Feeders
- ISC Staff and Non-lab Science Students and Faculty
- Animal Biosafety (EACH and Animal Researchers)
- Students & Faculty in Cellular & Molecular Science Courses and/or Research
- Shipping & Transport of Regulated Biological Materials
- Select Agents, Biosecurity, & Bioterrorism
- Human Gene Transfer
- Nanotechnology
- Institutional Biosafety Committee
- Dual Use Research of Concern (DURC)
- USDA Permits



Question 8

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

- Yes
- No

Question 9

Laboratory Chemical Safety

Please make your selection below if you would like to take Laboratory Chemical Safety Course.



Laboratory Chemical Safety

Not at this time.

Through September 2020, all institutions have free access to the COVID-19: Back to Campus (Fall 2020) course. This should show up as a 10th question when you register before that date.

Once you have registered, you will see the courses that you have to complete. You can work on them in segments. When you log back in, you will be able to track your progress.