

## CITI Training Courses for Lincoln Memorial University

All personnel that work with chemicals or biological agents/products, either for teaching or research, are required by **LMU Institutional Biological and Chemical Safety Committee** to take online training for **Biosafety/Biosecurity** as supplied by CITI program in addition to any departmental training that is provided.

All personnel that work with humans in research protocols including surveys are required by [LMU Institutional Review Board](#) to take online training as supplied by CITI program. If you file a protocol for human research with IRB, the protocol cannot receive approval until all persons listed including the PI have training for **Human Subjects Research** registered with the IRB in addition to any departmental training that is provided.

All personnel that work with animals, either for teaching or research, are required by [LMU Institutional Animal Care and Use Committee](#) to take online training as supplied by CITI program. If you file a protocol for animal use with IACUC, the protocol cannot receive approval until all persons listed including the PI have training for **Laboratory Animal Welfare** registered with the IACUC in addition to any departmental training that is provided.

### Instructions:

1. Go to the website <https://www.citiprogram.org/>
2. On the right side, find the section '**Create an Account**', click the **REGISTER** button
3. At '**Select your Organization Affiliation**' enter Lincoln Memorial University
4. Click *Continue to Step 2*
5. Enter your information
6. Click on *Continue to Step 3*
7. Enter a selected **Username** and **Password**
8. Click on *Continue to Step 4*
9. Enter country of residence
10. Click on *Continue to Step 5*
11. Generally, CEUs are not applicable to faculty or staff at LMU, *Click No*
12. Click on *Continue to Step 6*
13. Enter the required information including your role at LMU

Course content will be available in several areas:

**Q1 – Conflicts of Interest:** If you have mixed functions or have financial or other interests in both LMU and with other organizations, then this would be an appropriate module to select. *(This must have an answer in order to submit course request)*

**Q2- Human Subjects Research:** Required for any studies that use human volunteers as the test subjects, this includes intra-classroom comparison of teaching methods particularly if the research is intended for publication.

**Q3 – Good Clinical Practice:** This module is for investigators doing human pharmaceutical research that is overseen by FDA GCP regulations. Currently there is no GCP research occurring at LMU.

**Q4 – Responsible Conduct of Research:** Choose the appropriate area research interests

**Q5 – Laboratory Animal Welfare:** This module is required of staff using any live vertebrate animal in teaching or research at LMU. This includes off-site teaching faculty that will have direct contact with animals used in teaching at LMU. Off-site teaching faculty that have classroom only responsibilities are not required to have CITI training. Select the appropriate role (typically 'Working with the IACUC') and any relevant species with which you will be involved.

**Q6 – Good Laboratory Practice:** This module is for investigators doing pharmaceutical research that is overseen by FDA GLP regulations. Currently there is no GLP research occurring at LMU

**Q7 – Biosafety/Biosecurity:** This module is required for any staff conducting research with potentially dangerous chemicals or biological organisms/products.

All staff involved with any form of research or teaching with animals should at a minimum check boxes for:

Basic Biosafety Training

**Note:** you may at any time select [Add a Course](#) from your main CITI page and it will take you back to the course selection questionnaire.

## APPENDIX 1 – CITI Course Selection Page

**NOTE:** recommended selections are indicated in yellow. Select the appropriate modules based on whether you are using human subjects, and/or animals, and/or working in laboratories

### Select Curriculum - Lincoln Memorial University

\* indicates a required field.

[View instructions page](#)

#### \* Question 1

## Conflicts of Interest

Would you like to take the Conflicts of Interest course?

Choose one answer

Yes

No

#### Question 2

## 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.

**IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

- Students conducting no more than minimal risk research** [Note: for students doing human subject work, faculty/staff must select previous item in yellow]
  
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.

### Question 3

## Good Clinical Practice (GCP)

If you want to take Good Clinical Practice (GCP) please make your selection below.

Choose all that apply

- Good Clinical Practice (GCP)
- Not at this time.

### Question 4

## 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** [animal/lab work]
- Social and Behavioral Responsible Conduct of Research Course** [human subjects work]
- 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.

## Question 5

# Laboratory Animal Welfare

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. *[ anyone using live animals in teaching or research, must select this module]*

**NOTE: appears as "Investigators, Staff and Students" on your personal course list**

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.

- IACUC Chair
- Antibody Production
- 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".

*[if any species applies for you, select the appropriate module]*

- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Frogs, Toads or other Amphibians
- 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 Dogs
- I work with Swine
- I work with Horses in an agricultural research setting
- I work with Cattle
- I work with Reptiles
- I work with Non-Human Primates (NHP)

### Question 6

## Good Laboratory Practice (GLP)

If you want to take Good Laboratory Practice (GLP) please make your selection below.

Choose all that apply

- Good Laboratory Practice (GLP)
- Not at this time.

### Question 7

## Biosafety/Biosecurity (BSS)

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

Choose all that apply

- 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**