



A Guide to CITI Program Training for Bloomsburg University Faculty, Staff, Students, and affiliates

Link to CITI: <https://about.citiprogram.org/en/homepage/>

**If you are new to Bloomsburg University, and completed a CITI course elsewhere, please see this link regarding details on how to affiliate with a new Institution.

<https://support.citiprogram.org/customer/portal/articles/163336-how-to-add-change-your-affiliated-institution-or-transfer-completions->

Registration:

1. Go to “Register” on the upper right hand side
2. Select “Bloomsburg University of Pennsylvania” as your Organization Affiliation

A screenshot of the CITI Learner Registration web form. The page title is "CITI - Learner Registration". Below the title, there are seven numbered steps, with the first step highlighted in blue. A red message says "You must make a selection below." The main section is titled "Select Your Organization Affiliation". It contains a search box with the text "Search for organization: Enter full or partial name" and a dropdown menu showing "Bloomsburg University of Pennsylvania". A red arrow points from the top right of the page to the search box. Below the search box is a link: "Can't find your institution? It may use Single Sign On. Check here." Further down, there is a paragraph of instructions: "To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom of the form, there is a checkbox labeled "I AGREE to the Terms of Service for accessing CITI Program materials." A red arrow points from the bottom right of the page to this checkbox.

3. Select “AGREE” to the Terms of Service
4. Continue to Create Your CITI Program Username/Password, and complete information.
5. Once on the Main Menu, scroll down and select “Add a Course”

6. Answer questions to add course/s most appropriate to your purpose and area of study
7. Be sure to select “not at this time” for any questions/courses not applicable at this time

Human Subjects Research

If you are a student, faculty, or staff member planning to conduct Human Subjects Research, you are required to Complete one the following two courses, whichever is most suitable to your area of study: **1) Biomedical Research Investigators** or **2) Social and Behavioral Research Investigators**. If you are a student, and unsure which course would be most appropriate, consult a faculty member for guidance. Other courses may be assigned to you as part of a course, but only one of the two highlighted courses will fulfill the training requirement for submitting to the IRB. *Please be sure to complete the Human Subject Research course, and not the Responsible Conduct of Research (RCR) course if you are looking to complete the training required to submit an IRB application.*

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.

- 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
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects. |
- Revised Common Rule

Health Privacy and/or FERPA

Health Privacy and/or FERPA training is not required for Human Subject Research Training, but may be a good idea to take if you are proposing to use health data or educational data. These trainings may also be assigned to you if you work in a clinical or educational setting on or off campus. See below for information on specific modules available within each course.

Question 9

Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

- Health Privacy
 FERPA
 I am not required to complete the IPS course or FERPA course at this time.

Health Privacy Module Options

Required Modules

Modules	Completed	Score	
Basics of Health Privacy (ID 1417)	10-Oct-2019	80%	Review

Optional Modules

Modules	Completed	Score	
Health Privacy Issues for Students and Instructors (ID 1420)	10-Oct-2019	80%	Review
Health Privacy Issues for Clinicians (ID 1418)	10-Oct-2019	80%	Review
Health Privacy Issues for Researchers (ID 1419)	Optional	-	Start

FERPA Module Options

Required Modules

Complete the required module.

Modules	Completed	Score	
FERPA: An Introduction (ID 17407)	Incomplete	-	Start

Supplemental Modules i

Modules	Completed	Score	
FERPA for Instructors (ID 17408)	Incomplete	-	Start
FERPA for Students (ID 17409)	Incomplete	-	Start
FERPA for Researchers (ID 17410)	Incomplete	-	Start
FERPA for Institutional Review Boards (IRBs) (ID 17411)	23-Oct-2019	100%	Review
FERPA for Educational Administrators (ID 17412)	Incomplete	-	Start

Animal Research

If you are a student, faculty, or staff member planning to conduct research with animals, you are required to complete the "Working with the IACUC Course". Select any electives appropriate to your work and/or interests.

Question 4

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.

Antibody Production

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.

I work with Mice. Family: Muridae Cricetidae

I work with Frogs, Toads or other Amphibians

I work with Rats. Genus: Rattus

I work with Swine

I work with Dogs

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 Non-Human Primates (NHP)

Working With Ferrets in Research Settings

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".

I work with Fish.
This course is currently under construction and not available at this time. Please make another selection

I work with lizards, snakes or other reptiles.
This course is currently under construction and not available at this time. Please make another selection

Working With Animals In Biomedical Research - Refresher Course

If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.

Biosafety/Biosecurity Research

Recommended for all researchers working with recombinant DNA or select agents, responding to biohazards, or shipping/transporting regulated biological materials.

GROUP A General – Anyone working with Biological Materials

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Shipping and Transport of Regulated Biological Materials
- Emergency and Incident Response to Biohazard Spills and Releases OSHA Personal Protective Equipment Training

rDNA

If you are working with rDNA take Group A AND ALSO the following course:

- NIH Recombinant DNA (rDNA) Guidelines

Blood, Urine, Saliva

If you are working with Blood, Urine, Saliva take Group A AND ALSO the following course:

- OSHA Bloodborne Pathogens Select Agents

Select Agents

If you are working with Select Agents you must take Group A AND ALSO the following course:

- Select Agents, Biosecurity and Bioterrorism

Question 6 *

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

Choose one answer

- 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
- Not at this time.

Responsible Conduct of Research

As part of a research course, or prior to a student beginning research, it may be a good idea to have them complete the “Responsible Conduct of Research” training. Also, note that some research grants/grant agencies require students to complete this training prior to students engaging in research (i.e. NSF, NIH, USDA) and prior to them receiving any compensation for their research duties.

Complete the course most appropriate to your field of study.

Question 3

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
- Social and Behavioral Responsible Conduct of Research Course
- 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.

Financial Conflict of Interest (FCOI) Training

FCOI Training is **required** for all recipients of PHS funds (includes NIH, CDC, FDA, CMS, US Dept. of HHS, etc.), but recommended for all sponsored activity financial managers

Required Modules		
	Date Completed	Score
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070)	Incomplete	0/0 (0%)
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)	Incomplete	0/0 (0%)

If you have any questions, please reach out to the Office of Research and Sponsored Programs.

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