

INSTRUCTIONS FOR REGISTERING TO COMPLETE LAB ANIMAL RESEARCH TRAINING THROUGH THE CITI PROGRAM

Go to the CITI PROGRAM website - - <https://www.citiprogram.org/>

Please note – if you have any difficulty with the functionality of the CITI website, please check to make sure you are using a current version (issued in the last 3-4 years) of one of the following browsers: Chrome, Firefox, Internet Explorer, or Safari.



The following instructions are for researchers and student researchers who have never completed training through the CITI Program before, and who need to complete training for live, vertebrate animal research in order to be eligible to obtain approval to conduct animal research through UNCW’s Institutional Animal Care and Use Committee (IACUC). *If you are not legitimately affiliated with UNCW through an employment, academic or collaborative relationship, you are not authorized to use UNCW’s subscription to complete a course through the CITI Program. You must register as an Independent Learner and pay your own fee.*

Following are instructions for:

- individuals who do not have existing accounts in the CITI Program
- individuals who need to complete IACUC training in order to be eligible to obtain approval to use animals in research or teaching through UNCW’s IACUC.

If you registered in the past in the CITI Program and would like to add an IACUC training course to your learner’s menu, skip to “Part 2 – Selecting the Correct Course” below.

Part 1: Registering an Account

On the right of the CITI Program homepage, find the option to “Register.”

Step 1. CITI – Learner Registration Section

Select Your Organization Affiliation

UNCW researchers, UNCW students, and non-UNCW individuals collaborating on UNCW research may choose the University of North Carolina Wilmington as the participating institution. This allows you to complete the course using UNCW’s paid subscription, and allows your certificate of completion to be emailed directly to the IACUC office.

TIP: University of North Carolina Wilmington will appear if you just type in “Wilm”

Read the **Terms of Service** and check the box to agree.

Select [Continue to Step 2](#)

(Note: the Independent Learner Registration section does not apply when you have affiliated with UNCW. If you do not have a legitimate affiliation with UNCW, you should not choose UNCW as the organization affiliation and you should proceed to the Independent Learner Registration section.)

Step 2. Member Information Section

The items in this section are self-explanatory.

Select [Continue to Step 3](#)

Step 3. Create Your Username and Password

TIP: Make note of your username and password, as it may take you multiple sessions to complete all of the required modules.

Select [Continue to Step 4](#)

Step 4. Country of Residence

TIP: Type in USA and “United States” will appear.

Select [Continue to Step 5](#)

Step 5. Continuing Education Unit Credit

Most taking this training course will not need CEU credit unless you are a professional in the field of medicine, psychology, nursing or social work where professional certification requires a certain number of CEU credits annually.

Answer the questions as applicable for your needs.

Select [Continue to Step 6](#)

Step 6. UNCW-specific information

- Language Preference
Select a language preference.
- Role in human subjects & Animal Welfare research

Most who register for training will select principal or co-investigator, research assistant, student researcher (graduate or undergraduate), or lab research staff. Select student researcher only if a student will be the primary researcher working under the instruction of the principal investigator. If you have any questions about your role, please ask the principal investigator of the study.

- Phone
This information is not required.
- Which course do you plan to take?
Most who register will need the **Lab Animal Welfare** course, “Working with the IACUC.” Other lab animal courses are available that are specific to different kinds of animal research. The “Working with the IACUC” course is the *required* course for conducting research on live, vertebrate animals. If you are a student, the principal investigator of the study might require you to complete other animal-specific courses.

PLEASE NOTE: While the UNCW encourages completion of the Responsible Conduct of Research course, this course is NOT required for unless you are a student (undergraduate, graduate or Post-doc) who is working on research funded by the **National Institutes of Health (NIH)** or the **National Science Foundation (NSF)**. If you select one of these courses, you should do so only if you are as student working on research funded by NIH or NSF, if your professor has assigned it as a course requirement, or if you just have an interest to learn more about this topic.

Select [Continue to Step 7](#)

Part 2: Selecting the Correct Course

Learners who already have a CITI Program account should select “Log In” from the CITI Program homepage, login with your username and password, select “Add a Course” from your learner’s menu. This will direct you to Step 7 – Select Curriculum.

Select Curriculum

* Indicates a required field.



CITI Course Enrollment Procedure

Step 7. Select Curriculum

Scroll down the page until you see the CITI Course Enrollment Questions.

It is very important for you to select the correct enrollment questions so that you complete the correct course!

Question 1. Human Subjects Research

It is OK to skip the options under question 1 if you are conducting animal research only. These courses are required for researchers who will conduct human subjects research.

Question 2. Refresher Course Option

It is OK to skip the options under question 2 if you are conducting animal research only. These courses are required for researchers who will conduct human subjects research.

Question 3. IRB Chair Course

Select "Not at this time." DO NOT select "Yes" unless IRB staff specifically instructed you to do so in order to be eligible to serve as Institutional Review Board Chair.

Please note – a response to this question is required.

Question 4. Institutional/Signatory Official

Select "Not at this time." DO NOT check either box unless IRB staff specifically instructed you to do so based on your appointment to the Institutional Official role.

Question 5. Information Privacy Security

Select an appropriate option ONLY if you have been instructed to complete the course. Otherwise, respond "No." This course is generally only required for researchers who are conducting human subjects research and collecting sensitive data. *Do not skip.*

Question 6. Good Clinical Practice (GCP)

Select "Not at this time" if you are working on animal research only. This is an optional course for researchers who will conduct social and behavioral clinical research. *Do not skip.*

Question 7. Responsible Conduct of Research (RCR)

While the IRB encourages completion of the RCR course, **this course is NOT acceptable as a replacement for the IACUC training course.**

This course **IS** required for students (undergraduate, graduate or Post-doc) who are working on research funded by the National Institutes of Health (NIH) or the National Science Foundation (NSF). Select one of these courses **ONLY** if you are as student working on research funded by NIH or NSF, if your professor has assigned it as a course requirement, or if you just have an interest to learn more about this topic.

Otherwise, select the last option "No, thanks." *Do not skip.*

Question 8. Conflicts of Interest

While the UNCW encourages completion of the Conflicts of Interest course, this course is NOT required for animal researchers. Select “No” unless you have a personal interest in completing this course.

Please note – a response to this question is required.

Question 9. Lab Animal Research

- ✓ Check the first box. The “Working with the IACUC” course is the required course for animal research.
- Skip the second box UNLESS you are an IACUC member or administrator.
- ✓ Check any other boxes that apply to the kind of research you plan to conduct.

Question 10. US Export Control

Select the first option ONLY if you have been instructed to complete the course. Otherwise, respond “Not at this time, thank you.” This course is only recommended for individuals who are sharing technology with foreign nationals. *Do not skip.*

Question 11. Disaster Planning for the Research Enterprise

Select “Yes” ONLY if you have been instructed to complete this course. Otherwise, respond “No.” This course is sometimes recommended for researchers who house live, vertebrate animals. *Do not skip.*

Question 12. Spanish Course

Select if needed. Otherwise, select, “No, thanks.”

Please note – a response to this question is required.

New users will select [Complete Registration](#)

Returning users will select [Submit](#)

Congratulations! You have completed the registration process for the CITI Program! The Main Menu should appear on your screen and should list any course for which you registered.

When you see your main menu, verify that you have registered for the correct course. If you have not registered for the correct course, return to the enrollment questions by selecting the option “Add a Course.” Remove the incorrect course by selecting “Remove a Course.”



When you have verified that you are registered for the correct course, you can use your Main Menu to find the courses you need to complete, update your profile information, add a new course, etc.

To get started, click on the title of the course. Begin reading the modules and complete the quizzes for each module. You must achieve an overall score of at least 80% to qualify for a completion certificate. You may go back and retake quizzes to improve your overall score.

TIP: Please retain a copy of your completion certificate for your records. Although the research compliance office will have record of your training completion, *it is ultimately your responsibility to be able to produce documentation of training.*

TIP: *There is no need to submit an e-copy or paper copy of your training completion certificate provided you affiliated with UNCW when you registered.* The research compliance office receives daily emails from the CITI program showing all training completed by individuals who are affiliated with UNCW. HOWEVER, we strongly recommend that you retain a copy of your completion certificate in the event that you conduct research through another institution.

Returning Learners:

If you are returning to the site to continue working on your modules or if you are returning to change to a different learner group, login with the username and password you already have.

The Main Menu allows you to choose a new learner group or go to the grade book to see which modules you have already completed.

IACUC Training FAQs

1. How often do I need to renew my training?

At this time there is no expiration to your completion certificate. However, this may change in the future.

2. Who do I send my completion certificate to?

If you are a research assistant on a project, the principal investigator may ask you to provide him or her with an e-copy or hard copy of the completion certificate. You are strongly encouraged to keep an e-copy or hard copy for your own records as well.

You are no longer required to submit an e-copy or hard copy of your completion certificate to the research compliance office if you complete the CITI training and identify the University of North Carolina Wilmington as the participating institution. When you complete the course for which you registered, the research compliance manager will receive an email notification directly from CITI. This notification is considered "official" documentation of your training.

However, if you completed the CITI training through a participating institution other than the University of North Carolina Wilmington, the research compliance office will not be able to access those records. There are several options available for this situation and you should contact the IACUC@uncw.edu to see what is best for you.

3. Are Institutional Animal Care and Use Committee members required to complete additional training?

The “Essentials for IACUC Members” course has more modules than any other course. IACUC members must complete all of the required modules. If a new IACUC member previously completed the “Working with the IACUC” course, the IACUC member only needs to complete the additional modules required for IACUC members.

If you have any confusion or difficulty with these instructions, please contact IACUC@uncw.edu.