



# REGISTERING FOR LAB ANIMAL RESEARCH TRAINING THROUGH THE CITI PROGRAM



Revised November 2020

**IF YOU ARE NOT LEGITIMATELY AFFILIATED WITH UNCW** through employment or academics (i.e., UNCW researchers, UNCW students) or a collaborative research relationship with UNCW researchers, **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.

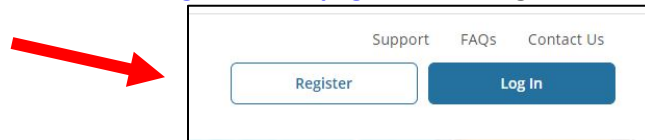
**BEFORE YOU BEGIN:** For ease of access, make sure you are using a current version (issued in the last 3-4 years) of one of the following browsers: Chrome, Firefox, Internet Explorer, or Safari.

**ALREADY HAVE A CITI ACCOUNT?** Skip to "Part 2 – Selecting the Correct Course" if you registered in the past for any other CITI courses and want to add the Laboratory Animal Research Course. After logging in to your CITI account, select "Add a Course" to go directly to "Course Enrollment Questions".

## Part 1: New Users: Registering Your New Account

**GETTING STARTED:** Go to <https://www.citiprogram.org/>

In the upper right corner of the [CITI Program homepage](#), select "Register."



### Step 1. CITI – Learner Registration Section

Select Your Organization Affiliation

Selecting the University of North Carolina Wilmington as the 'participating' institution ensures your certificate of completion will be emailed directly to the UNCW IACUC office.

**TIP:** Type in **Wilm** and "University of North Carolina Wilmington" will appear at the top of the list!

- Read the **Terms of Service** and check the box  to agree.
- **Affirm** your affiliation with UNCW. *If you are not legitimately affiliated with UNCW as an employee, student or collaborator, please register as an Independent Learner.*

Select [Continue to Step 2](#)

### 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! It may take multiple sessions to complete all modules.

Select [Continue to Step 4](#)

#### Step 4. Country of Residence

**TIP:** Type in **USA** and “United States” will autofill the space.

Select

**Continue to Step 5**

#### Step 5. Continuing Education Unit (CEU) Credit, Research and Marketing

- Answer the questions as applicable for your needs.

NOTE: Most taking this training course will not need CEU credits! These questions generally apply to professionals in the fields of medicine, psychology, nursing or social work whose organizations/employers require continuing education units/credits annually in order to maintain licenses or certifications.

- Respond as desired to the research and marketing questions.

Select

**Continue to Step 6**

#### Step 6. UNCW-specific information

- Language Preference

Select a language preference.

- Role in Human Subjects & **Animal Welfare Research**

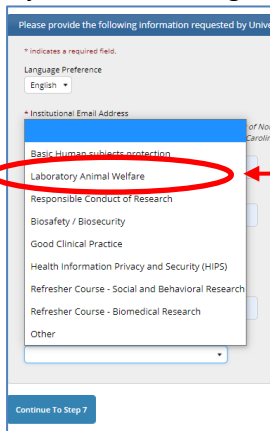
Select your role in the research project (e.g., principal or co-investigator, research assistant, student researcher (graduate or undergraduate), or lab research staff). Select student researcher only if a student will be the primary researcher working under the instruction of the principal investigator. 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?

Since you will be working with live vertebrate animals, select “Laboratory Animal Welfare”.



The screenshot shows a form titled "Please provide the following information requested by Unive...". It includes a dropdown for "Language Preference" set to "English" and a section for "Institutional Email Address". Below this is a list of course options: "Basic human subjects protection", "Laboratory Animal Welfare", "Responsible Conduct of Research", "Biosafety / Biosecurity", "Good Clinical Practice", "Health Information Privacy and Security (HIPS)", "Refresher Course - Social and Behavioral Research", "Refresher Course - Biomedical Research", and "Other". The "Laboratory Animal Welfare" option is circled in red, and a red arrow points from the text above to this circle. A "Continue To Step 7" button is at the bottom.

- **SPECIAL NOTE ON RESPONSIBLE CONDUCT OF RESEARCH COURSE:**

While the Research Integrity Office and the IACUC encourage completion of the Responsible Conduct of Research course, this course is NOT required for Laboratory Animal researchers **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)**.
- you are a student whose 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 “Select Curriculum”**

## Part 2: Selecting the Correct Course

### Step 7. Select Curriculum

REVIEW COURSE ENROLLMENT PROCEDURES IN CITI BEFORE PROCEEDING TO CURRICULUM SELECTION QUESTIONS.

**THE REQUIRED COURSE TO CONDUCT RESEARCH USING LIVE VERTEBRATE ANIMALS IS THE  
Laboratory Animal Welfare: Working with the IACUC**

Skip to Question 4 - Lab Animal Research

Question 1-3 are for the Human Subjects Research curriculum. *Skip these three (3) questions.*

#### Question 4: Lab Animal Research

**STEP 1:** Select the first box as shown below unless instructed by the UNCW Research Integrity Office to complete the courses for IACUC members or IACUC administrators/coordinators.

Lab Animal Research (*skip if not working with live, vertebrate animals*)  
Check any courses below based on the instructions included in each option.  
Choose all that apply.

- The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.
- If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now. *DO NOT select this option, unless you have been specifically instructed to do so by the UNCW Research Integrity Office.*

**STEP 2:** The remaining courses are optional. Select the species to be used in your research (e.g., "I work with Fish") if desired or if you have been instructed to do so by the principal investigator of the study.

The following species-specific courses are OPTIONAL as specified by the principal investigator based on the species to be used in the research.

- I work with frogs, toads or other amphibians.
- I work with mice.
- I work with Genetically Modified mice.
- I work with rats.
- I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.
- I work with hamsters.
- I work with gerbils.
- I work with guinea pigs.
- I work with rabbits.
- I work with cats.
- I work with dogs.
- I work with swine.
- I work with non-human primates (NHP).
- I work with Fish.
- I work with Zebrafish.

**Question 5: Information Privacy Security** (*This relates to Human Subjects Research. Skip this question unless you are also conducting human subjects research that involves sensitive data.*)

**Question 6: Responsible Conduct of Research (RCR) (Optional: may skip if not needed.)**

While the UNCW Research Integrity Office encourages completion of the RCR course, **this course is NOT an acceptable replacement for the Working with the IACUC course.**

**SPECIAL NOTE ABOUT THE RESPONSIBLE CONDUCT OF RESEARCH (RCR) COURSE:**

This course **IS ONLY 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 a 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.

**Question 7: Good Clinical Practice (GCP) (Skip this question.)**

**NOT REQUIRED FOR RESEARCH USING LIVE VERTEBRATE ANIMALS**

**Question 8: Conflicts of Interest (Optional: may skip if not needed.)**

**OPTIONAL--NOT REQUIRED FOR RESEARCH USING LIVE VERTEBRATE ANIMALS:** While the UNCW Research Integrity Office encourages completion of the Conflicts of Interest course, this course is NOT required for the Lab Animal Research curriculum. It is OK to skip this question.

**Question 9: US Export Control (Optional: may skip if not needed.)**

**OPTIONAL--NOT REQUIRED:** Select this course ONLY if you have been instructed to do so. This course is only recommended for individuals who are sharing technology with foreign nationals. It is OK to skip this question.

**Question 10: Disaster Planning for the Research Enterprise (Optional: may skip if not needed.)**

**NOT REQUIRED:** Recommended for researchers in any field of study but is not required. It is OK to skip this question if you do not wish to complete this course at this time.

**Question 11: Institutional/Signatory Official (Skip this question.)**

**NOT REQUIRED UNLESS** you have been instructed to complete this course by the UNCW Research Integrity Office based on your appointment to the Institutional Official role.

**Question 12: Spanish Course**

**OPTIONAL:** Select if needed.

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.**

## Part 3: VERIFY THAT YOU REGISTERED FOR THE CORRECT COURSE

From your Main Menu, the course(s) you registered for will be listed.

In the example below, both the “Working with the IACUC” and “Working with Fish in Research Settings” courses were selected.

The screenshot shows the 'Courses Ready to Begin' section of the learner tools menu. It lists two courses from the University of North Carolina Wilmington:

- Working with Fish in Research Settings** (Stage 1 - Lab Animal Research, 0 / 6 modules completed)
- Working with the IACUC** (Stage 1 - Basic Course, 0 / 8 modules completed)

Red circles highlight the course titles, and red arrows point from the text above to these circles.

If changes/corrections are needed, scroll to the bottom of your Main Menu page to “Learner Tools” and select “Add a Course” or “Remove a Course” as needed.

The screenshot shows the 'Learner Tools for University of North Carolina Wilmington' menu. The following options are listed:

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Red arrows point from the text above to the 'Add a Course' and 'Remove a Course' options.

The courses for the curriculum you selected will be listed under “**Courses Ready to Begin**”. To confirm that you registered for the correct course, click on the course title and review the course modules.

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

**TO GET STARTED:** Just click on the title of the course and you will be taken to the materials. Complete the quizzes at the end of each module.

**OVERALL SCORE REQUIREMENTS:** *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:** **RETAIN A COPY OF YOUR COMPLETION CERTIFICATE FOR YOUR RECORDS.** Although the IACUC will have record of your training completion, *it is ultimately your responsibility to be able to produce documentation of training, particularly if you transfer to or conduct research at another institution.*

**TIP:** **There is no need to submit an electronic copy of your training completion certificate to the IACUC office provided you affiliated with UNCW when you registered.** The IACUC office receives daily emails from the CITI program showing all training completed by individuals who are affiliated with UNCW.

## Part 4: IACUC Training FAQs

<b>1.</b>	<b>How often do I need to renew my training?</b>	<p>Currently, UNCW has not imposed 'expiration dates' for any required Laboratory Animal Research courses you complete in CITI.</p> <p>However, this may change in the future. Check the <a href="#">UNCW Animal Research (IACUC) website</a> for up-to-date training requirements.</p>
<b>2.</b>	<b>Who do I send my completion certificate to?</b>	<p>If you are a research assistant on a project, the principal investigator may ask you to provide him or her with a hard copy or PDF of the completion certificate. You are strongly encouraged to keep a hard copy and/or PDF for your own records as well.</p> <p>You are NOT required to submit a copy of your completion certificate to the IACUC or Research Integrity Office if you identified the University of North Carolina Wilmington as your participating institution. See below if you completed CITI training while affiliated with a different institution.</p> <p>When you complete the course(s) for which you registered, the IACUC office will receive an email notification directly from CITI. This notification is considered "official" documentation of your training.</p>
<b>3.</b>	<b>I completed CITI training through another participating institution. What do I need to do?</b>	<p>If you completed the CITI training through a participating institution other than the University of North Carolina Wilmington, the IACUC will not receive an email notification of that completion nor will the IACUC office be able to access those records in the CITI Program.</p> <p>Please email a PDF copy of your completion certificate to <a href="mailto:IACUC@uncw.edu">IACUC@uncw.edu</a>.</p>
<b>4.</b>	<b>Are Institutional Animal Care and Use Committee (IACUC) members required to complete additional training?</b>	<p>The "Essentials for IACUC Members" course has more modules than any other course. IACUC members must complete all required modules. If a new IACUC member previously completed the "Working with the IACUC" course as a researcher or principal investigator, the IACUC member only needs to complete the additional modules required for IACUC members.</p>

For more information, please contact the UNCW IACUC at [IACUC@uncw.edu](mailto:IACUC@uncw.edu).