

Fitchburg State University CITI Biosafety Training Registration Guide

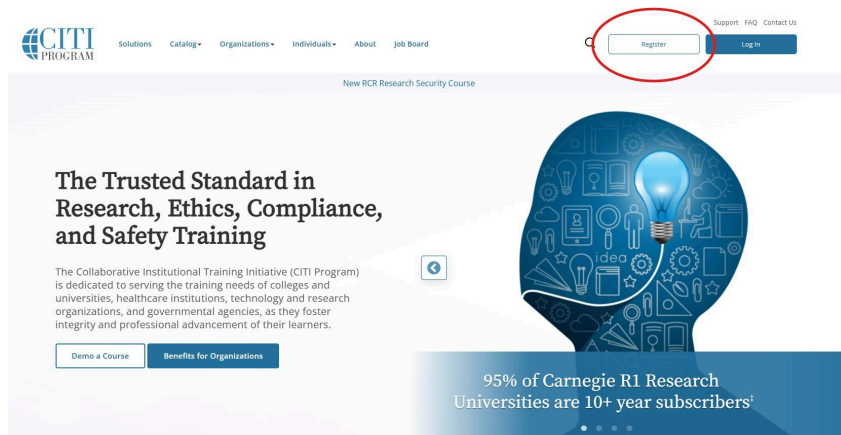
Members of the Fitchburg State community who conduct teaching laboratories, research, and/or supervise student researchers or post-docs are responsible for ensuring all work is done in compliance with Fitchburg State University and governmental compliance policies. This includes ensuring that all personnel are given proper training in the responsible and ethical conduct of research. In addition, three committees provide oversight over the use of human subjects, vertebrates, and biohazards. The Human Subjects Committee was established as an Institutional Review Board in order to protect the rights and welfare of human subjects on campus. The Institutional Animal Care and Use Committee (IACUC) assures that live vertebrate animals are cared for and used in ways that are scientifically, technically, and humanely appropriate. The Institutional Biosafety Committee (IBC) oversees the use of recombinant DNA (rDNA), microbes, biological toxins, plant and animal tissues, including human and nonhuman primate materials on campus. The IRB, IACUC, and IBC have jurisdiction over all activities on campus whether they be for teaching, scholarly activities, or staff activities.

Fitchburg State University uses the Collaborative Institutional Training Initiative Program (<https://about.citiprogram.org/>), a division of BRANY, to help satisfy the education and training requirements for research compliance. The web-based courses are open to all faculty, staff, researchers, committee members, and students. **All faculty members, undergraduate, and graduate students are expected to complete training in the responsible and ethical conduct of research (RCR).** In addition, Fitchburg State requires that all individuals conducting human subjects research, utilizing vertebrates or biohazards, and/or serving on a compliance committee complete the appropriate training prior to the submission of a proposal to the appropriate governing committee.

New users should start here. If you have completed the RCR training you may skip to the Training for Biosafety section below.

Go to the CITI Program web page at <https://www.citiprogram.org/>

New users can create an account by selecting “Register” in the upper right-hand corner.



Information on getting started may be found at this link on the CITI website.

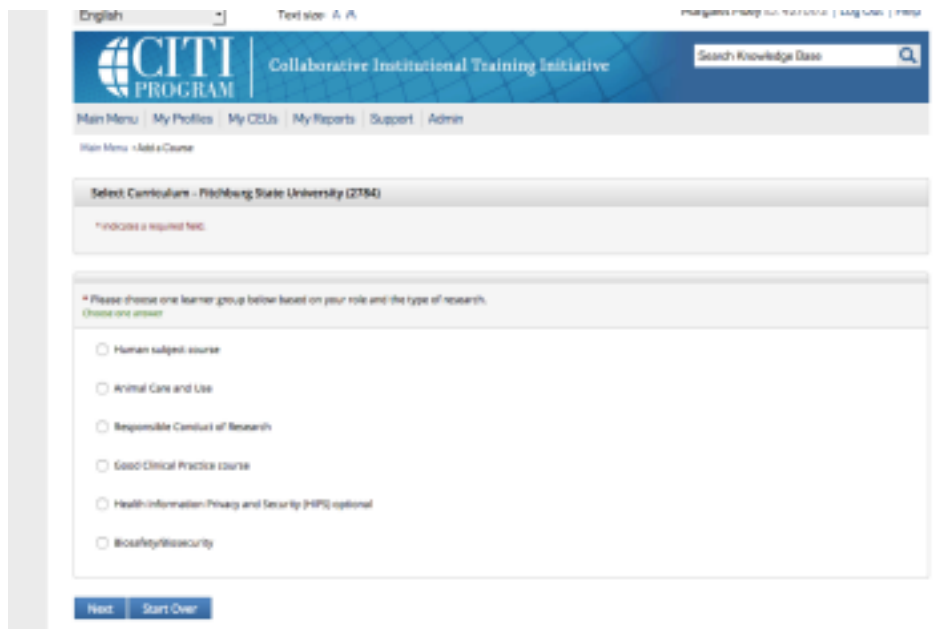
<https://support.citiprogram.org/s/article/updated-guide-to-getting-started>

The registration process will present the user with a series of menus in order to collect basic information and establish a log-in with a password. On the page where it asks for a role at the university, select the one that best fits your status.

The organization affiliation is Fitchburg State University. The user will be asked to select their role in research. Select the appropriate choice, student, or faculty/staff. The training requirements differ between the two groups.

The user will now be able to enroll in a particular course. The site will present the user with a series of questions or options that enable them to enroll in the correct compliance training. Select **Responsible Conduct of Research**. If you need to complete training in more than one area you will be able to add additional courses under a different training area once you are fully registered.

- Human Subjects Course
- Animal Care and Use
- Responsible Conduct of Research
- Good Clinical Practice Course
- Health Information Privacy and Security (HIPS)
- Biosafety and Biosecurity



The screenshot shows the CITI Program registration interface. At the top, there is a navigation bar with the CITI Program logo, the text "Collaborative Institutional Training Initiative", and a search box labeled "Search Knowledge Base". Below the navigation bar, there are links for "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin". The main content area is titled "Select Curriculum - Fitchburg State University (2784)". Below this title, there is a message: "Please choose one learner group below based on your role and the type of research. Choose one answer." The form contains six radio button options: "Human subject course", "Animal Care and Use", "Responsible Conduct of Research", "Good Clinical Practice course", "Health Information Privacy and Security (HIPS) optional", and "Biosafety/Biosecurity". At the bottom of the form, there are two buttons: "Next" and "Start Over".

Next, select the specific course according to your learner group. Students should select the student option while all others the Faculty/Staff option. Anyone may take *Communicating Research Findings*.

If you want to take the Responsible Conduct of Research (RCR) course, please make your selection below.

This question is required. Choose one answer.

- Students Responsible Conduct of Research Course
 - Faculty/Researchers/Staff/Administrators (and others) RCR
 - Communicating Research Findings
-

Start Over

Next

The appropriate course will be added to the learner's account. When enrolled in the Responsible Conduct of Research Course the user will automatically be enrolled in the Conflict of Interest course. A *Communicating Research Findings* course is available as an optional training.

After selecting the course, the user is given the opportunity to enroll with another institution if needed. When the registration is complete, click on **Finalize Registration**.

The learner account registration is complete.

The user will now be able to access the **Main Menu** of their account. This page lists the course the user has chosen. The Main Menu also provides **Learner Tools** designed to help in the completion of course. Each course is composed of multiple modules which may be completed over time.

Click the **Title of the Course** to begin or continue a course. The user can complete the modules at their own pace.

In order to complete the training, you must first complete the "Integrity Assurance Statement."

Complete the **Required Modules** and associated quizzes. Depending on the discipline specific requirements the user may need to complete several Optional Modules. The chair of the compliance committee or the campus CITI administrator may assist in determining which optional modules should be completed, if any.

When all required modules are completed successfully, print the completion report.

The RCR Training is now complete and additional training for human subjects, animal care and use, or biosafety may now be completed. See the appropriate training document for further information.

Training for Biosafety

Users with an account and completed RCR training may begin here.

Once you have logged into your account, go to the page that lists your courses. At the bottom of the page that lists your courses you will see the following menu.



Click on Add a Course and follow instructions. You will have to identify whether you are a student or faculty/staff.

Question 1

Please make your selection below. You will be enrolled in courses based on your role in research.

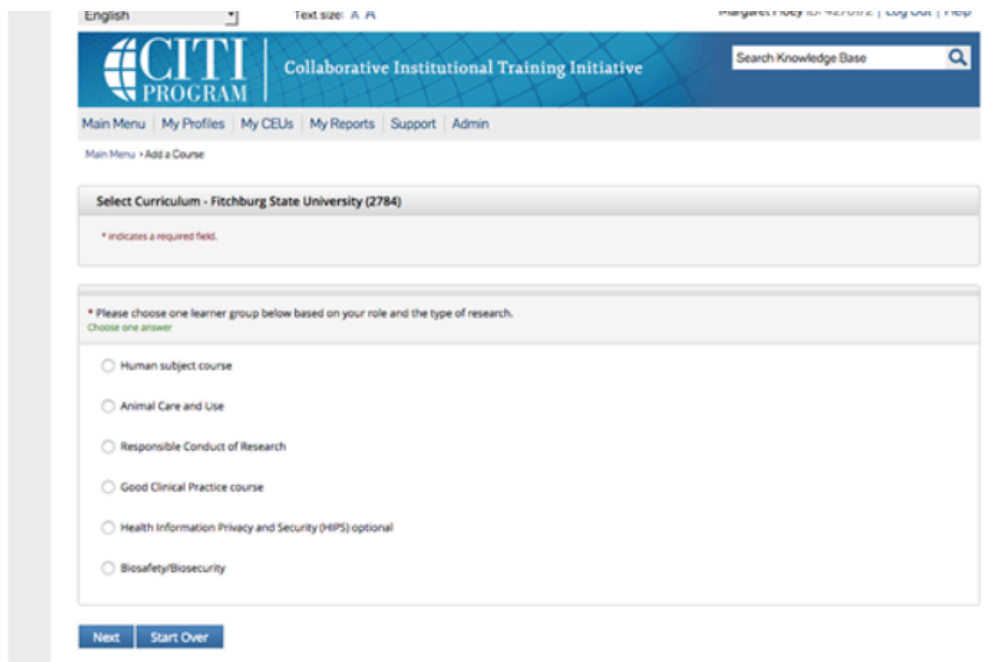
This question is required. Choose one answer.

Students

Faculty/Staff

Under the next menu, select **Biosafety and Biosecurity**.

- Human Subjects Course
- Animal Care and Use
- Responsible Conduct of Research
- Good Clinical Practice Course
- Health Information Privacy and Security (HIPS)
- Biosafety and Biosecurity



Once the user has selected their area of training the user will be asked to select the appropriate course. Students should select **Students**. Faculty/Staff have two training options. If they are only using biohazards in an introductory laboratory setting then they may complete the Basic Faculty option. If the user utilizes biohazards in an upper level lab, independent student research, faculty research, and/or are a member of the IBC, then they complete the Research Faculty/IBC Member/Staff option. The retraining is if their original certification has expired.

Table 1: Overview of training required for Biosafety. The left-hand column lists the different campus learner groups as defined within the CITI system.	
Learner Group	Courses Required
Basic Faculty	Basic Faculty
IBC Members/Research Faculty/Staff	IBC Members/Research Faculty/Staff
Student	Student
All renewal of training	Biosecurity Training

Select Curriculum - Fitchburg State University (2784)

* indicates a required field.

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

Choose one answer

- Student
- Research Faculty/IBC Members/Staff
- Basic Faculty
- Biosafety Retraining

Next

Start Over

The appropriate course will be added to the learner's account. Click the **Title of the Course** to begin or continue a course. The user can complete the modules at their own pace.

When all required modules are completed successfully, print the completion report.