Fitchburg State University
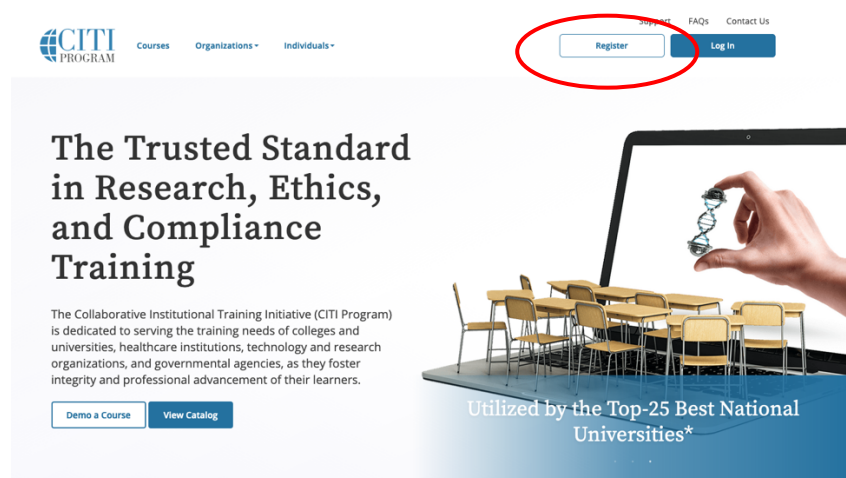**Animal Care and Use CITI Training**

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 (CITI), 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 trainings in the responsible and ethical conduct of research (RCR) and conflict of interest.* In addition, Fitchburg State requires that all individuals conducting human subjects research, utilizing vertebrates, 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 Animal Care and Use 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.

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

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. The *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, the 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.

Training for Animal Care and Use

Users with ran 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.

Learner Tools for Fitchburg State University

- **Add a Course**
- **Remove a Course**
- **View Previously Completed Coursework**
- **Update Institution Profile**
- **View Instructions Page**
- **Remove Affiliation**

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

Start Over   **Next**

Under the next menu, select **Animal Care and Use.**
  - ○ 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 Working with Animals**. All faculty/staff should start with the **Researchers & Technicians** option.

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.

IACUC Members and Institutional Staff

Members of the IACUC or campus administrators are required to complete additional courses. At the bottom of the page that lists all of your courses you will see the following menu.

Learner Tools for Fitchburg State University
- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

Select **Add a Course** and follow the instructions. When asked which learner group you would like to join select **IACUC Member and IACUC Staff.** IACUC members will complete the **Essentials for IACUC Members** course. The Chair of the committee will complete the Essentials course plus the **IACUC Chair** course. Institutional Officials may also find their training within this learner group.

Table 1: Overview of training for animal care and use. The left-hand column lists the different campus learner groups as defined within the CITI system. Select your learner group and then read to the right until in order to determine courses required. See Table 2 for specialty modules.

Learner Group	Courses Required
Student	Working with the IACUC (Students) **and** Animal Specific Modules as assigned by your supervising faculty member.
Researchers and Technicians	Working with the IACUC basic training **plus** any Animal Specific Modules corresponding to your research or classroom activity.
IACUC Member	The Researchers and Technicians Course **plus** the Essentials for IACUC Members. Learners will have to select a different learner group to add appropriate coursework for the IACUC Member course. Animal modules will have to be completed as proposals come before the committee.
IACUC Chair	All requirements for an IACUC member **plus** IACUC Chair Course
IACUC Community Member	IACUC Community Members should select their learner group and complete any necessary animal specific courses.
Institutional Official	Institutional Official: Animal Care and Use

Table 2: Specialty course or modules are listed on the left. These are stand-alone courses that may be appropriate depending on your research. Optional modules found within the Working

with the IACUC course are listed on the right. Work with the chair of the IACUC committee in order to determine which modules or courses are required for your research project.

Individual courses that may be required based on an individual's research or position at the university.	Modules that may be required based on an individual's research or position at the university. The modules listed below are part of Working with the IACUC
Working with Amphibians in Research Settings	Special Animal Welfare Considerations
Working with Fish in Research Settings	Aseptic Surgery
Working with Mice in Research Settings	Antibody Production in Animals
Working with Rats in Research Settings	Procedures: Surgery, Antibody Production, and Blood Collection
Working with Reptiles in a Research Setting	
Working with Zebrafish (*Danio rerio*) in Research Settings)	
Wildlife Research	