

## Fitchburg State University Biosafety CITI Training

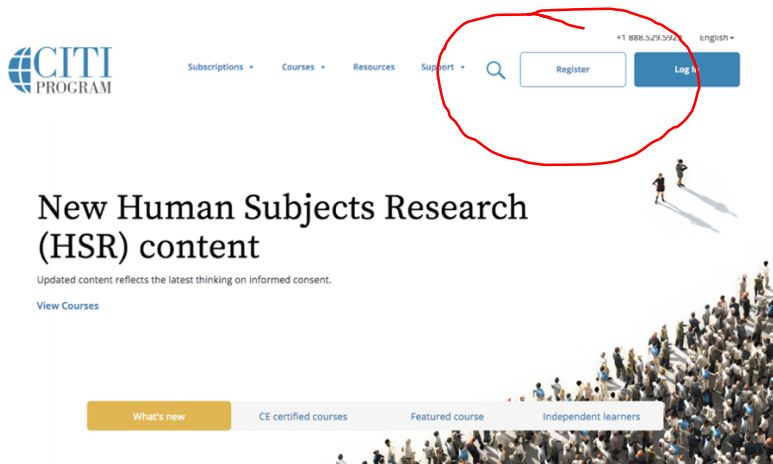
Members of the Fitchburg State community who conduct teaching laboratories, research, and/or supervise student researchers or post-docs are responsible for ensuring all work is done in compliance with Fitchburg State University and governmental compliance policies. This includes ensuring that all personnel 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 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.

### To Enroll in a Biosafety Course

1. 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 how to register for the first time may be found at the link below.

<https://support.citiprogram.org/customer/en/portal/articles/2736167-login-registration-changes-on-new-citi-program-website#read>

The registration process will present you with a series of menus in order to collect basic information and have you establish a log-in with a password. On the page (step 6) where they ask for your name and address they will ask for your role at the university. Select the one that best fits your status.

During step 7 you will be asked for your organization affiliation and you enter Fitchburg State University. You will be asked to select your role in research. You should select the appropriate choice, student or faculty/staff. The training options that apply to you differ between the two groups.

You will now be able to enroll in a particular course. You will be presented with a series of questions or options that enable you to enroll in the Learner Group appropriate to your interests or your role at the University. Under this menu, you should 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

The screenshot shows the CITI PROGRAM registration interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". Below the logo is a search bar labeled "Search Knowledge Base". The main content area is titled "Select Curriculum - Fitchburg State University (2784)". It includes a note: "\* indicates a required field." and another note: "\* Please choose one learner group below based on your role and the type of research. Choose one answer". Below these notes is a list of learner groups with radio buttons for selection:

- Human subject course
- Animal Care and Use
- Responsible Conduct of Research
- Good Clinical Practice course
- Health Information Privacy and Security (HIPS) optional
- Biosafety/Biosecurity

At the bottom of the form, there are two buttons: "Next" and "Start Over".

Once you have selected your area of training then you will be asked to select the appropriate course. Guidelines as to which selection is appropriate for your role at the university may be found on Table 1 as the courses you complete have to do with whether or not you are a student or Faculty/Staff. Faculty/Staff have two options. If you are only using biohazards in an introductory laboratory setting then you may complete the Basic Faculty option. If you utilize

biohazards in an upper level lab, independent student research, faculty research, and/or are a member of the IBC, then you complete the Research Faculty/IBC Member/Staff option. The retraining is if your 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

After selecting your course, you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on Finalize Registration.

**Your learner account registration is complete.**

You will now be able to access the **Main Menu** of your account. This page lists the course you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you complete the courses. Each course is composed of multiple modules which you may complete over time. Information as to how to utilize the CITI website effectively may be found here:

<https://support.citiprogram.org/customer/portal/articles/1986734-guide-to-citi-navigation>

Click the **Title of the Course** to begin or continue a course. You may complete the modules at your own pace.

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

Complete the Required Modules and associated quizzes. They are listed following Table 1. Depending on your discipline specific requirements you may need to complete several Optional Modules and these are listed as well. The chair of the compliance committee or the campus CITI administrator may assist you in determining which optional modules you should complete, if any. When deciding about optional courses you may use the course catalogs that are listed on <https://about.citiprogram.org/en/series/biosafety-and-biosecurity-bss/>.

When you complete all required modules successfully, you may print your completion report through the link: **Print Report** from your main Menu or your **Previously Completed Coursework** page.

If you need to change your course registration, click on Add a Course or Update Learner Group.