

Fitchburg State University Animal Care and Use CITI Training

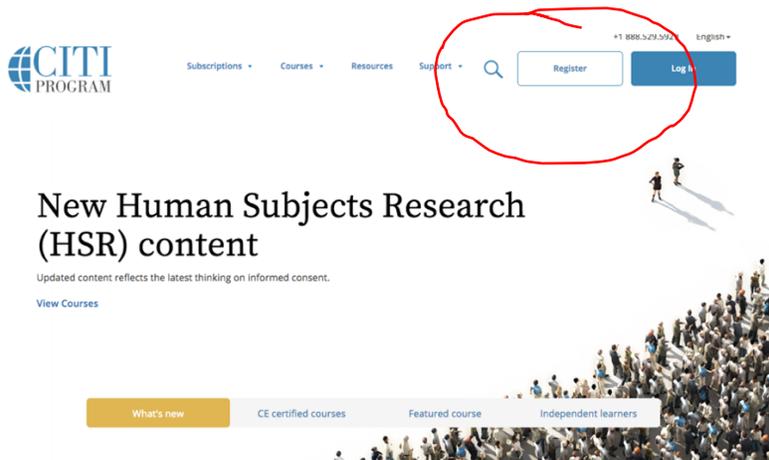
Members of the Fitchburg State community who conduct teaching laboratories, research, and/or supervise student researchers or post-docs are responsible for ensuring all work is done in compliance with Fitchburg State University and governmental compliance policies. This includes ensuring that all personnel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

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)". It includes a note: "* Indicates a required field." and a section with the instruction: "* Please choose one learner group below based on your role and the type of research. Choose one answer". The options are: 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, there are "Next" and "Start Over" buttons.

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, IACUC Member, IACUC Chair, Institutional Official, community member, or Faculty/Staff. Anyone working with animals whether it be faculty or technicians completes the Researchers &

Technicians course. The members of the IACUC complete the IACUC member course. Additional coursework is required for each animal under study. If you are working with wildlife there is an additional module you should complete rather than an animal specific course. Mice and rats require extensive coursework beyond the basics. Possible additional modules or courses are listed in Table 2.

Select Curriculum - Fitchburg State University (2784)

* Indicates a required field.

*** Animal Care and Use**

Please choose one learner group below based on your role and the type of Animal Care and Use activities you will conduct. You will be enrolled in the Basic Course for that group. Choose one answer

Researchers & Technicians

IACUC Members and IACUC Staff

IACUC Community Members

Students Working with Animals

[Next](#) [Start Over](#)

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
Researchers and Technicians	Working with the IACUC
IACUC Member	Working with the IACUC and Essentials for IACUC Members
IACUC Chair	All requirements for an IACUC member plus IACUC Chair
IACUC Community Member	IACUC Community Members
Institutional Official	Institutional Official: Animal Care and Use

Table 2: Specialty modules are listed on the left. These are stand-alone modules 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
Antibody Production in Animals	Collecting Blood Samples
Aseptic surgery	Using Hazardous and Toxic Agents in Animals

Reducing Pain and Distress in Laboratory Mice and Rats	Housing Social Animals
Working with Amphibians in Research Settings	Housing Rodents on Wire Floors
Working with Fish in Research Settings	Surgery
Working with Mice in Research Settings	Using Explosive Agents in the Animal Facility
Working with Rats in Research Settings	
Working with Reptiles in a Research Setting	
Working with Zebrafish (<i>Danio rerio</i>) in Research Settings)	
Wildlife Research	

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. Depending on your discipline specific requirements you may need to complete several Optional Modules. 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 catalog listed on <https://about.citiprogram.org/en/series/animal-care-and-use-acu/> where brief descriptions of course content are presented.

When you complete all required modules successfully, you may print your completion report though 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.