

Collaborative Institutional Training Initiative (CITI)

Instructions for Animal Training

- 1- Navigate to <https://www.citiprogram.org/>
- 2- Click on "Create an account"

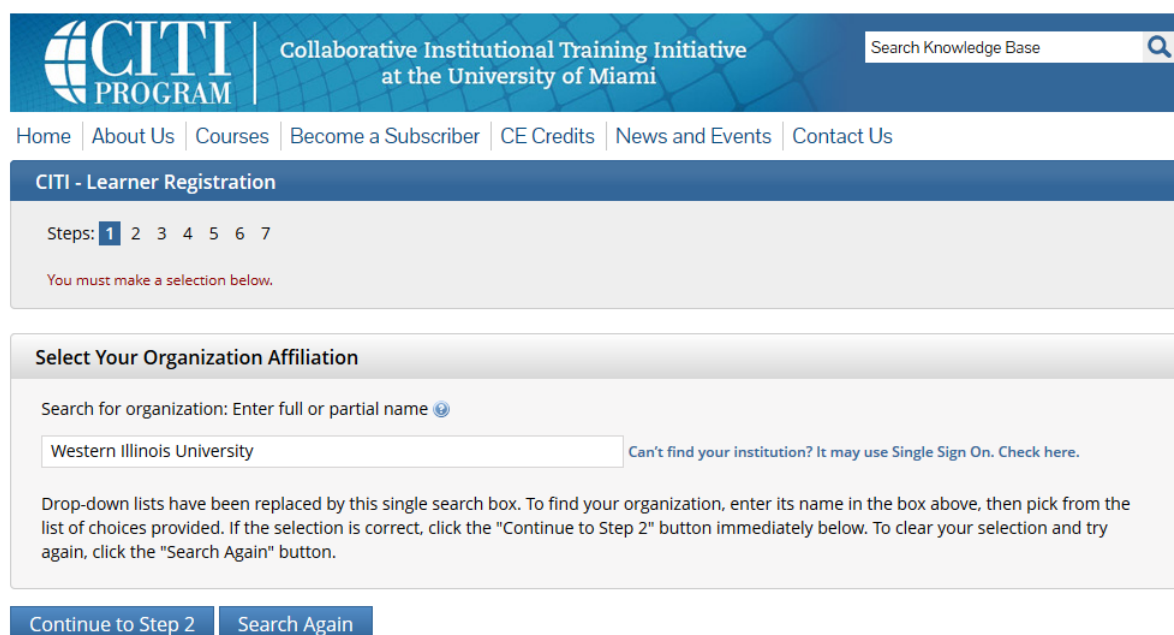


Over 7.5 million CITI Program courses have been completed since 2000

- 3- **STEP 1**

Select **Western Illinois University** as your institution

(Do not select Western IRB)



Continue to Step 2 Search Again

4- **STEP 2**

Complete “Personal Information”

5- **STEP 3**

Create your “Username and Password”.

6- **STEP 4**

Complete the “Gender, Ethnicity and Race” information.

7- **STEP 5**

In response to the next step “Are you interested in the option of receiving CEU credit for completing CITI program courses?” Select “**NO**”

8- **STEP 6**

Complete Information requested by Western Illinois University.

Please provide the following information requested by Western Illinois University

* indicates a required field.

Language Preference
▼

* Institutional email address
irb@wiu.edu

* Gender
▼

* Highest degree
▼

Employee Number

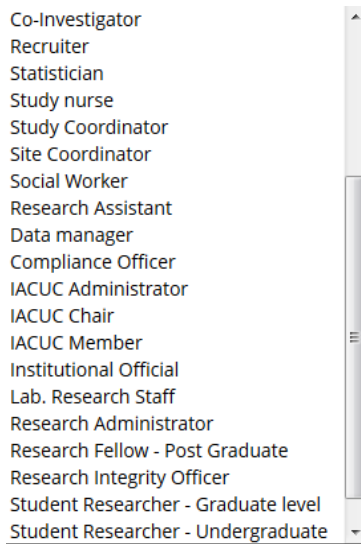
Department

* Role in Research
▼

Address Field 1

a) Institutional email address is irb@wiu.edu

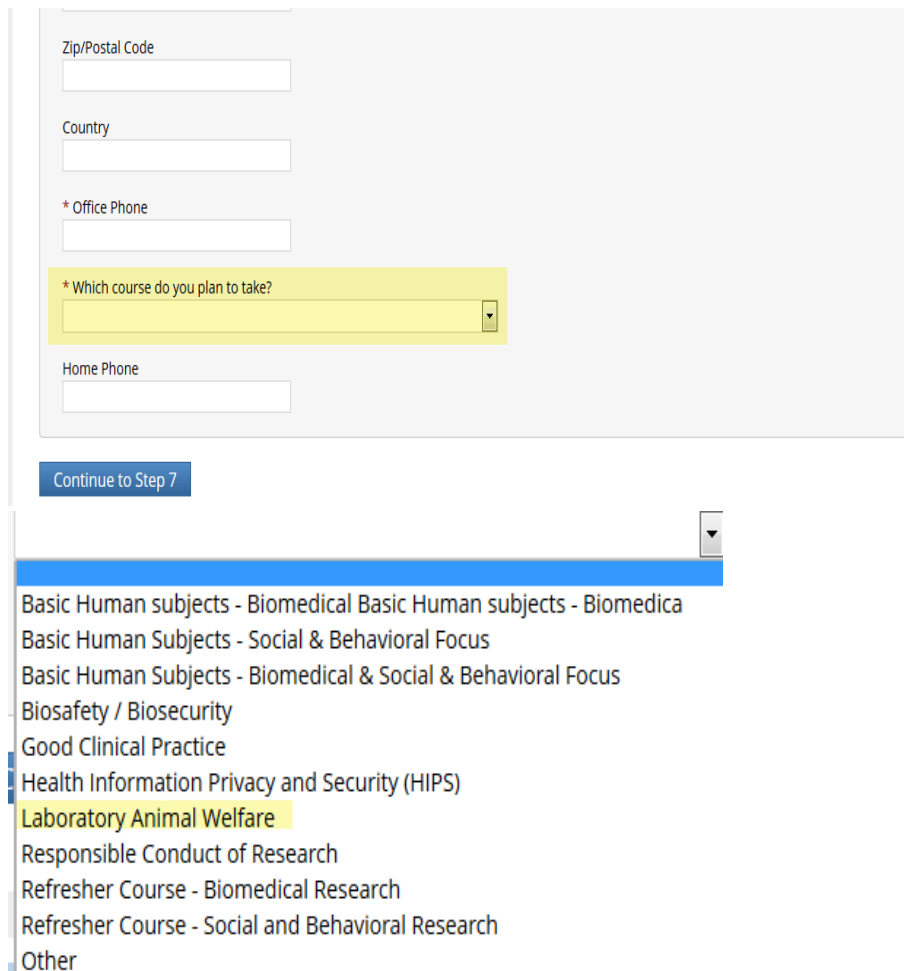
b) Use drop down menu to select role.



Co-Investigator
Recruiter
Statistician
Study nurse
Study Coordinator
Site Coordinator
Social Worker
Research Assistant
Data manager
Compliance Officer
IACUC Administrator
IACUC Chair
IACUC Member
Institutional Official
Lab. Research Staff
Research Administrator
Research Fellow - Post Graduate
Research Integrity Officer
Student Researcher - Graduate level
Student Researcher - Undergraduate

c) Use Drop down menu to select Course to take.

Course will be **Laboratory Animal Welfare**



Zip/Postal Code

Country

* Office Phone

* Which course do you plan to take?

Home Phone

[Continue to Step 7](#)

Basic Human subjects - Biomedical Basic Human subjects - Biomedica
Basic Human Subjects - Social & Behavioral Focus
Basic Human Subjects - Biomedical & Social & Behavioral Focus
Biosafety / Biosecurity
Good Clinical Practice
Health Information Privacy and Security (HIPS)
Laboratory Animal Welfare
Responsible Conduct of Research
Refresher Course - Biomedical Research
Refresher Course - Social and Behavioral Research
Other

9- **STEP 7**

Now you will select the appropriate curriculum. There will be three questions that you will need to provide a response to.

a) Question 1 response is: “No, I conduct research with Animals.”

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click [here](#) to review the Western Illinois University instructions page.

Question 1

Human Subjects Research

Are you an investigator or staff member at the Western Illinois University conducting research with human subjects?

Choose one answer

- Yes, I conduct biomedical studies, I may have direct contact with patients or patient records. I may be involved in drug or medical device studies.
- Yes, My focus is Social or Behavioral research. I may have direct contact with subjects and /or their personal information.
- Yes, But, my research uses Data or Specimens ONLY. I have no direct contact with subjects or their private health information.
- Yes, I am a Student and I need the training for classes projects.
- Yes, I am currently an IRB Member, IRB administrator, IRB Coordinator or IRB staff member.
- No, I conduct research with Animals.

Please to to question 2.

b) Question 2 has multiple choices.

1- At a minimum, all student researchers must select the following response:
“Working with the IACUC” is required if you plan to use lab animals in your work.

Question 2

Lab Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

Choose the appropriate species specific electives depending on your work or interests.

- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

Species Specific Modules

- I work with Mice, Family: Muridae Cricetidae
- I work with Rats, Genus: Rattus
- I work with Rabbits, Family: Leporidae

2- Select the appropriate response under, "Choose the appropriate species specific electives depending on your work or interest."

This section may not apply to all researchers. If your research procedures require minimizing pain and distress, or aseptic surgery, you must complete this section.

3- Select the appropriate species specific module.

If your research project requires the use of mice or rates, you are required to complete the appropriate species specific module.

- c) Question 3 researchers conducting research with animals **DO NOT** have to complete these modules.
- d) Question 4 researchers conducting research with animals **DO NOT** have to complete these modules.

*** Question 3**

Responsible Conduct of Research

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

Choose one answer

Social and Behavioral Responsible Conduct of Research Course

Physical Science Responsible Conduct of Research Course

Humanities Responsible Conduct of Research Course

Not at this time.

Question 4

Would you like to take the Conflict of Interest mini-course?

Choose one answer

Yes

No

[Complete Registration](#)

10- Next screen click on “Finalize registration”.



Collaborative Institutional Training Initiative
at the University of Miami

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CITI - Learner Registration

Welcome to the CITI Program. Your registration with **Western Illinois University** is complete.

[Finalize registration](#)

- 11- The next screen should look like this indicating your registration has been completed successfully.

The screenshot shows the CITI PROGRAM dashboard. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below this is a search bar labeled "Search Knowledge Base". A secondary navigation bar contains links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support".

Below the navigation, a green checkmark icon is followed by the text: "Your registration has been completed successfully." Below this is a section titled "Western Illinois University Courses" which contains a table:

Course	Status	Completion Report	Survey
Investigators, Staff and Students	Not Started	Not Earned	

A red arrow points from the "List of Courses to take" label to the "Investigators, Staff and Students" row in the table. Below the table is a "My Learner Tools for Western Illinois University" section with several links: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom, there are two more links: "Click here to affiliate with another institution" and "Affiliate as an Independent Learner".

- 12- a) Click on the course(s) you need to take.
 b) The first time you will need to click on "Complete the Integrity Assurance Statement before beginning the course".

The screenshot shows the course page for "Investigators, Staff and Students - Basic Course". At the top, there is a navigation bar with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". Below this is a breadcrumb trail: "Main Menu > Course Investigators, Staff and Students".

The main content area is titled "Investigators, Staff and Students - Basic Course". It contains the following information:

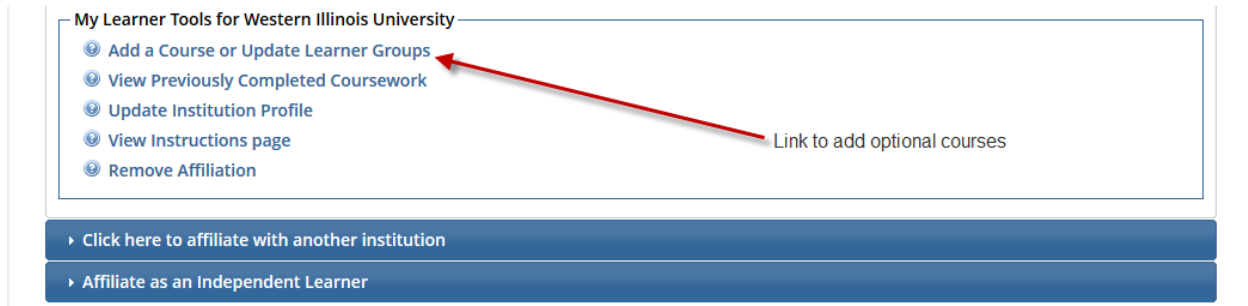
- To pass this course you must:
 - Complete the required module
 - Complete all 26 elective modules
 - Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Your Current Score: **0%**
- You have unfinished required or elective modules remaining

A red arrow points from the "Must Click here before able to do the Modules" label to the button: "Complete The Integrity Assurance Statement before beginning the course".

Below this is a "Required Modules" section with a table:

Required Modules	Date Completed	Score
Western Illinois University - LabAnimal (ID: 12209)	Incomplete	0/0 (0%)

- 13- To add a course, click on “Add a Course or Update Learner Groups”.



- 14- You may be requested to provide the IACUC with a copy of your training certificate. Print and save a copy of your completion certificate. Once you have completed your module(s), CITI sends a notification of completion to the Office of Sponsored Projects. If you have questions regarding the CITI training, please contact the Compliance Specialist at (309) 298-1191 or irb@wiu.edu.