How to Select a CITI Course
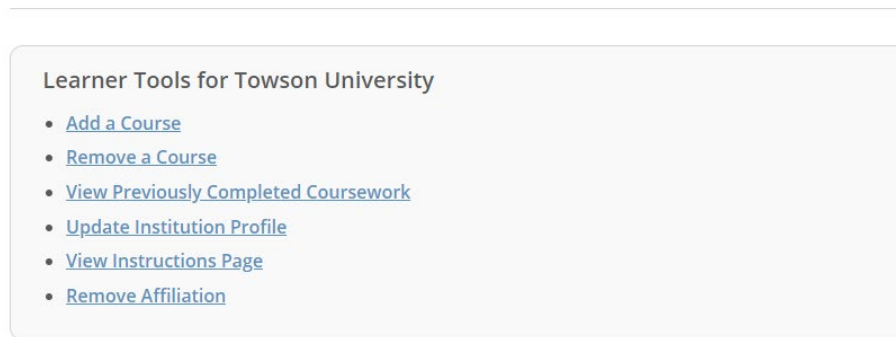
- Login to the CITI website with your TU login information.
- Under Main Menu/My Courses, Click on the "Towson University – View Courses" tab.
- The tab will open to a list of active courses you are currently registered for and have completed. Scroll to the bottom under "Learner Tools for Towson University" and click on the option to *Add a Course*.

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

A new page will open with a series of questions. These questions are designed to help you choose the course(s) most appropriate for your type of research.

If you are unsure of which course(s) you need to complete, please contact the IRB office at 410-704-2236 or irb@towson.edu. If you are a student, please consult the study's Principal Investigator or your Faculty Advisor.

Follow the instructions below to select the modules most appropriate for your area of research

*Note: This course is NOT a requirement for applicants unless you are conducting research funded through one of the following organizations:

(a) The National Institutes of Health (NIH),

(b) National Science Foundation (NSF), or

(c) U.S. Department of Agriculture (USDA)

These agencies require certain categories of researchers to receive RCR training, which is increasingly viewed as an essential component of training, regardless of a researcher's source of funding.

*If you do not meet this requirement, then you may select *"Not at this time."*

When enrolling in one of these courses, TU faculty, staff, and students should choose one of the first four modules listed.

For Human Subjects Research

Examples of research classifications for CITI Responsible Conduct of Research (RCR) modules:

1. **Biomedical RCR** - Chemistry, nursing, and other clinical health programs.
2. **Social and Behavioral RCR** - The most commonly used module. Appropriate for psychology, sociology, education, and more.
3. **Physical Science** – Least commonly used. This one may be taken for natural sciences, engineering, etc
4. **Humanities** - Art, theater, history, mass communication, etc

For Laboratory Animal Research

If you are conducting research with laboratory animals, select the option "*Not at this time*."

Question 1

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

○ Biomedical Responsible Conduct of Research Course
○ Social and Behavioral Responsible Conduct of Research Course
○ Physical Science Responsible Conduct of Research Course
○ Humanities Responsible Conduct of Research Course
○ Responsible Conduct of Research for Engineers
○ Responsible Conduct of Research for Administrators
○ Not at this time.

This question is for research with laboratory animals only and is a REQUIREMENT for IACUC submissions. Check all options that apply to your research.

<u>You must complete a course for each species you are working with in your research.</u>

*For research with human participants, you may SKIP this question.

Question 2

Laboratory 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.

- [ ] "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.
- [ ] IACUC Community Member
- [ ] Institutional Officials
- [ ] Post-Approval Monitoring (PAM)
- [ ] Antibody Production
- [ ] If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.
- [ ] 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".
  Choose the appropriate species specific electives depending on your work or interests.
- [ ] I work with Frogs, Toads or other Amphibians
- [ ] I work with Mice. Family: Muridae Cricetidae
- [ ] I work with Rats. Genus: Rattus
- [ ] I work with Hamsters. Family: Muridae
- [ ] I work with Gerbils
- [ ] I work with Guinea Pigs
- [ ] Working With Ferrets in Research Settings
- [ ] I work with Rabbits, Family: Leporidae
- [ ] I work with Cats
- [ ] I work with Dogs

This is for human subjects research only and is a REQUIREMENT for IRB submissions. Choose the option that best fits your research.

Students completing CITI to meet a class requirement may select "Students conducting no more than minimal risk research," or for a more thorough review of content may select one of the other options.

*For research with laboratory animals, select "*Not at this time.*"

**If you are an IRB member, select the "IRB Members" course.

Question 3

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- ◯ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ◯ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ◯ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- ◯ Students conducting no more than minimal risk research
- ◯ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- ◯ Not at this time.

QUESTION #4

This is for export compliance of important technology, services, and information for reasons of foreign policy and national security ONLY.

*For research with human or animal subjects, select "Not at this time, thank you."

Question 4

Please select your US Export Control Course below if you need to take US Export Control Course courses.

This question is required. Choose one answer.

○ CITI Export Controls Course
○ Not at this time, thank you.

QUESTION #5 (OPTIONAL)

This course is for Conflicts of Interest Training ONLY. This course is designed to satisfy training requirements with the U.S. Public Health Service (PHS) regulations on financial conflicts of interest.

If you do not meet this requirement, then you may select "No."

Question 5

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

○ Yes
○ No

This course is for individuals (specifically those in clinical research) interested in understanding the regulations required by certain clinical trials to be registered in the U.S. government's clinical trial registry – ClinicalTrials.gov.

If you do not meet this requirement, then you may select *"Not at this time."*

Question 6

Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov

Do you wish to enroll into the Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov course?

- [ ] Yes
- [ ] Not at this time.

These courses are for Biosafety/Biosecurity (BSS), which includes topics covering the safe use and containment of biohazardous agents. These are complementary training modules specifically for the Institutional Biosafety Committee (IBC) and Environmental Health and Safety office (EHS).

If you do not meet this requirement, then you may SKIP this question.

Question 7

Biosafety/Biosecurity (BSS)

Please make your selection(s) below to enroll in a Biosafety/Biosecurity (BSS) Course.

- [ ] **Introduction and Risk Assessment**
- [ ] **Risk Management**
- [ ] OSHA Bloodborne Pathogens
- [ ] **Recombinant DNA Research**

The COVID-19: Back to Campus (2020-2021) course is a REQUIREMENT for students and/or employees returning to campus. If you have been required to complete this course, please select the first option.

Question 8

COVID-19: Back to Campus (2020-2021), Remote Contact Tracing, Participating in Vaccine Research & Insights for Higher Ed Leaders

I wish to access the course *COVID-19: Back to Campus (2020-2021)* and acknowledge that I have read and understood the statement below:

This course's materials were developed or reviewed by medical, research, and environmental health and safety professionals in coordination with the Association of American Medical Colleges (AAMC) in an effort to help researchers, students, and administrative staff, manage the risks associated with COVID-19 as they return to campus. Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. The materials are presented by the CITI Program for dissemination of information to members of the AAMC as well as other institutions. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. This information must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy.

NOTE: Access to this course will terminate on 1 March 2021.

COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research & Insights for Higher Ed Leaders. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

This question is required. Choose one answer.

○ Yes
○ Not at this time.

Click on "Submit" once all questions have been completed. You will be redirected to the Main Menu/My Courses page with your list of courses under "Towson University Courses."

Once you have completed your CITI course, please attach a copy of your training certification to your IRB, IACUC, or IBC application.