

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE **(CITI)**

ON-LINE TRAINING FOR HUMAN AND ANIMAL SUBJECTS **RESPONSIBLE CONDUCT OF RESEARCH**

WHO IS REQUIRED TO COMPLETE THE TRAINING?

Human Subjects

IRB members, investigators, research coordinators, and any other individuals in contact with human subjects and/or human research subject data will need to complete the human subjects training.

Animal Subjects

Investigators, their staff, and any other individuals in contact with animals for training or research will need to complete the appropriate on-line training in addition to any necessary animal care training.

Responsible Conduct of Research

Certain types of federally funded grants (e.g. training grants) require the investigator and key personnel to complete Responsible Conduct of Research training. In addition, MMC offers this training to anyone who is interested, or whose program requires it.

WHEN DO I HAVE TO COMPLETE THE TRAINING?

Human Subjects

Any investigator and his/her staff conducting research involving humans must complete the training before approval of their proposal is granted by the IRB. The Principal Investigators should ensure that all key personnel have completed the training prior to submitting their new proposals or progress reports on continued projects.

Animal Subjects

Any investigator and his/her staff conducting training or research involving animals must complete the required training before approval of their proposal is granted by the IACUC. The Principal Investigator must ensure that all personnel in contact with live animals complete the training prior to submitting their new proposals, annual reports or amendment requests.

Responsible Conduct of Research

Any investigator and his/her staff that are required to complete Responsible Conduct of Research training by a federal granting agency will be required to complete the training as part of the “Just in Time” process.

WHAT DO I DO FIRST?

Please go to the CITI site at: <http://www.citiprogram.org>

You will see a section to “Create an account”. Click on the button to register. This action will open a new screen that requests your institution or organizational connection. Under “Participating Institutions” (at the top of the screen), please choose “Maine Medical Center.” Then click “submit.” You will then be asked to create a username and password. When you have completed the requested information, click “submit.” The next page requests your name and e-mail address. Please complete at least all of the items marked with an asterisk, and then click “submit.” The next page requests your member information. Please complete at least all of the items marked with an asterisk, and then click “submit.” The next page to complete asks a series of questions. Please consider the following:

Working with Human Subjects?

If you have NEVER completed the CITI course, answer question 1, and select the last option in question 2. Please choose “Group 1” if you will be conducting research on drugs or devices (investigational or non-investigational), or any non-behavioral/non-social research. Please choose “Group 2” if you will be conducting social and/or behavioral research. You will also need to complete the Health Information Privacy and Security (HIPS) course. **Only select one HIPS course on question 5** (which ever seems most appropriate to your role).

Working with Animal Subjects?

For investigators and staff working with animal subjects, complete question 9. All investigators and staff must complete “Working with the IACUC” and species specific training (see below).

Working with Mice?

In addition to “Working with the IACUC,” please check “I work with mice” and “I am involved in studies that have the potential to cause “more than momentary pain and distress” in mice or rats.”

Working with Rats?

In addition to “Working with the IACUC,” please check “I work with rats” and “I am involved in studies that have the potential to cause “more than momentary pain and distress” in mice or rats.”

Working with Swine?

In addition to “Working with the IACUC,” please check “I work with swine.”

Responsible Conduct of Research?

For investigators and staff required to complete this training, complete question 6.

For all Users:

If you work with both human and animal subjects, you may elect all of the appropriate selections on this page. No matter what your selections are, be sure to click “CONTINUE” at the bottom of the page.

DO I HAVE TO COMPLETE ALL OF THE MODULES AT ONE TIME?

No. The software will keep track of your progress and keep track of the quizzes that you have completed. When you re-enter the site click on the appropriate link from your Learner Menu to return to the menu of modules.

HOW LONG WILL IT TAKE TO COMPLETE THIS COURSE?

Each module should take no longer than 30 minutes, or approximately 4-6 hours to complete the entire human or animal on-line training.

WHO DO I CONTACT IF I HAVE A QUESTION?

Please call the Research Compliance Office at 207-396-8268. The Maine Medical Center CITI Coordinators are on staff in the Research Compliance Office. Complete the quizzes as you complete each module. After you have successfully completed all of the required modules, you will be able to view/save/print a completion report for your records. A completion report will also be sent to your CITI coordinator.