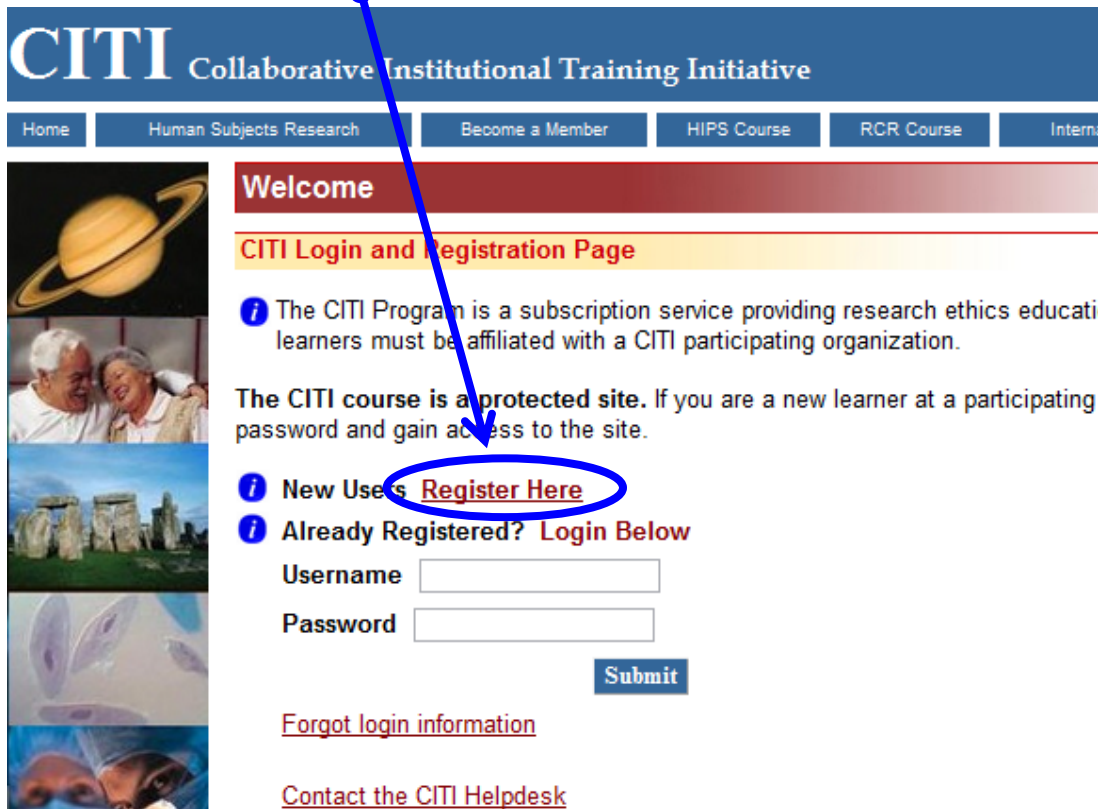# CITI TRAINING USER'S GUIDE
FOR RESEARCH ASSISTANTS

Step 1
Log on to www.citiprogram.org

Step 2
Click on "**Register Here**" to create username
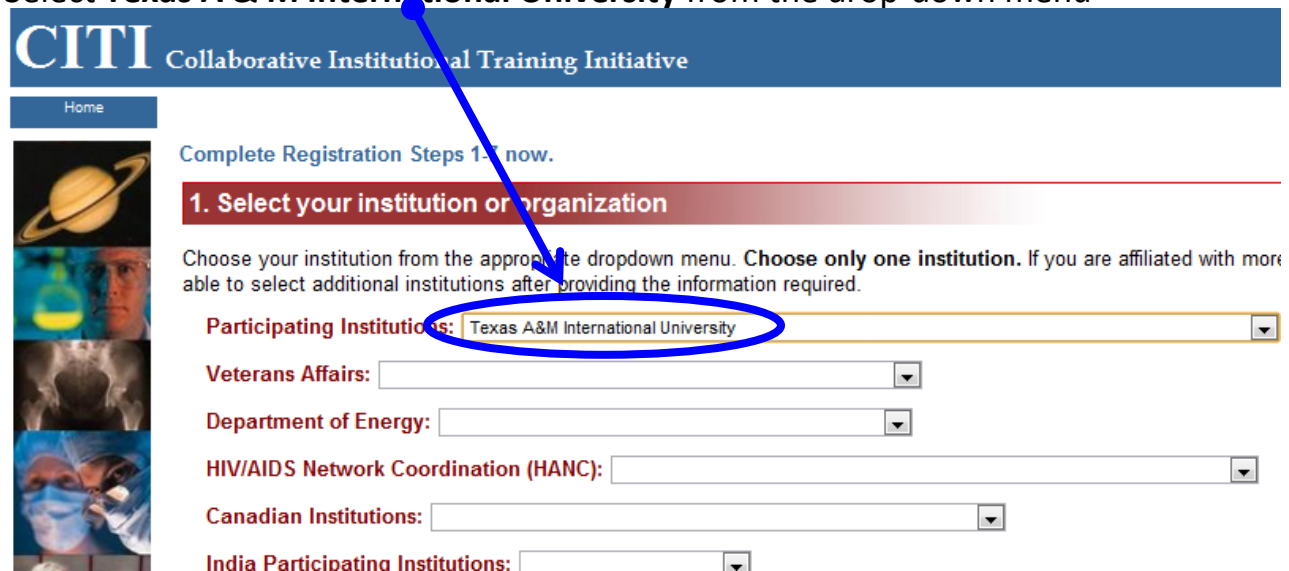
Step 3
Select **Texas A & M International University** from the drop-down menu

Step 4

Fill in the rest of the form and click **"Submit"**

Step5

Select **"Research Assistant"** for your role in human subject research
Depending on the research project, there are two options for which course you plan to take:

1. "Basic Human Subjects- Social Behavioral Focus"
2. "Basic Human Subjects- Biomedical & Social Behavioral Focus"

Step 6
Click **"Submit"**

Step 7
Depending on the research project, select **"Students conducting no more than minimal risk research"**

Step 8

If your research project does not involve lab animals, skip next question.

If your research is going to involve lab animals, go to:

http://www.tamiu.edu/gradschool/grant/Training-Required.shtml

Follow the instructions for additional training in use of animals

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.
- ☐ 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
- ☐ I work with Rabbits, Family: Leporidae
- ☐ Working With Animals In Biomedical Research - Refresher Course

Step 9

Selection and completion of the Responsible Conduct of Research (RCR) course is not a requirement for the TAMIU IRB and it may be optional for you.

You need to check with your supervisor on the IRB project that you intend to be working on, to verify whether completion of one of the RCR courses below is required.

If completion of a RCR course is required or if you voluntarily elect to do this course, select the appropriate training for your field of study.

Then click **"Submit"**

3. **Responsible Conduct of Research**

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.
Choose one answer
- ○ 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, Thank you.
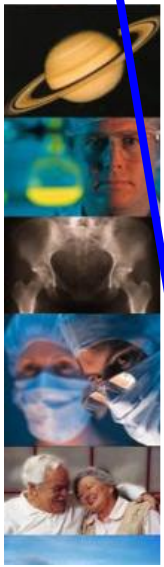
Submit **Cancel**

<u>Step 10</u>
Click **"Yes"** if you want to affiliate with another institution

Click **"No"** if you don't want to affiliate with another institution

Step 11

You should now be at the main menu page and see the course(s) you registered for listed under **"My Courses"**.

If you don't see a course you need to take, click on **"Add a Course"** and follow instructions as described above.

Texas A&M International University   *i* View Texas A&M International University instructions page

You have enrolled for the following courses:

i My Courses	Status	Completion Reports	CME/CEU Credits	*i* Voluntary Satisfaction Survey
Social and Behavioral Responsible Conduct of Research, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available
Social/Behavioral Research Course, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available

i Add a course or update your learner groups for *Texas A&M International University*

Texas A&M International University Learner Utilities

i Optional Modules (completion is completely voluntary and will not count toward a completed course)

i Update my profile information for *Texas A&M International University*

i See a list of all modules that you have completed (goes back to approximately May 2005)

i Click here to see your previously completed coursework for Texas A&M International University

i Remove my affiliation from *Texas A&M International University*

Click on **"Enter"** to complete the courses (you can complete in multiple sessions - it doesn't have to be all at once). Training is good for 1 year and the program will email you a reminder when you are due to take it next year.

Texas A&M International University   *i* Vi

You have enrolled for the following courses:

i My Courses	Status	Completion Reports
Social and Behavioral Responsible Conduct of Research, Basic Course	Not Started - Enter	Not Earned
Social/Behavioral Research Course, Basic Course	Not Started - Enter	Not Earned

i Add a course or update your learner groups for *Texas A&M International University*

Texas A&M International University Learner Utilities

If you have any problems getting set up to do the courses, please contact irb@tamiu.edu for assistance.