REGISTERING FOR ANIMAL RESEARCH TRAINING THROUGH THE CITI PROGRAM

Revised April 2023

IF YOU ARE NOT LEGITIMATELY AFFLIATED WITH HPU** through employment or academics (i.e., HPU researchers, HPU students) or a collaborative research relationship with HPU researchers, **you are not authorized to use HPU's subscription to complete a course through the CITI Program. You must register as an Independent Learner and pay your own fee.

BEFORE YOU BEGIN: For ease of access, make sure you are using a current version (issued in the last 3-4 years) of one of the following browsers: Chrome, Firefox, Internet Explorer, or Safari.

ALREADY HAVE A CITI ACCOUNT? *Skip to "Part 2 – Selecting the Course Curriculum" if you registered in the past for any other CITI courses and want to add the Animal Research Course. After logging in to your CITI account, select "Add a Course" to go directly to "Select Curriculum".*

Part 1: New Users: *Registering Your New Account*

GETTING STARTED: Go to https://www.citiprogram.org/

In the upper right corner of the CITI Program homepage**, select "Register."**

> **In the "Select Your Organization Affiliation" box, begin typing "Hawaii Pacific University" and select it from the drop-down list.**
> Selecting the Hawaii Pacific University as the 'participating' institution ensures your certificate of completion will be emailed directly to the HPU IACUC office.

- Read the **Terms of Service** and check the box to agree.
- **Affirm** your affiliation with HPU. *If you are not legitimately affiliated with HPU as an employee, student or collaborator, please register as an Independent Learner.*
- **Click on "Create a CITI Program Account"**

Complete your registration, **making note of your username and password**. It may take multiple sessions to complete all modules.

- Click "NO" when asked if you want to request Continuing Education Unit (CEU) credits. The second question in this step asks your preference in participating in research surveys at a later date; participation is optional.
- Complete the personal information requested. For the role in research, choose a role that is most appropriate for your involvement with the project.

Part 2: *Selecting the Course Curriculum*

After you enroll you will arrive on a page instructing you to **select your curriculum** or you can select to "view courses." If previously registered, you can select "Add courses" under the Learner Tools section.

Question 1, "Responsible Conduct of Research"

> While we encourage completion of one of the Responsible Conduct of Research courses, this course is NOT required for animal researchers *UNLESS*:
> - you are a student (undergraduate, graduate or Post-doc) who is working on research funded by the **National Institutes of Health (NIH)** or the **National Science Foundation (NSF)** or the **United States Department of Agriculture (USDA)**.
> - you are a student whose professor has assigned it as a course requirement, or
> - if you just have an interest to learn more about this topic.

You can skip Questions 2 (Conflict of interest) and 3 (Export controls) if not needed.

Question 4, "Laboratory Animal Welfare"

> **Select your appropriate role** in the research project involving animal use by checking the appropriate box:
> - For example, **Researchers**, **Animal Technicians**, or **Students Working with Animals**
> - The species-specific courses are optional. Select the species to be used in your research (e.g., "I work with Fish") if desired or if you have been instructed to do so by the principal investigator of the study or the IACUC.

The remaining questions (5-7) relate to Human Subjects Research and can be skipped if not needed.

New users will select: Complete Registration

Returning users will select: Submit

Congratulations!
You have completed the registration process for the CITI Program! The Main Menu should appear on your screen and should list any course for which you registered.

Part 3: *Complete Your Assigned Courses*

If changes/corrections are needed, scroll to the bottom of your Main Menu page to "Learner Tools" and select "Add a Course" or "Remove a Course" as needed.
The courses for the curriculum you selected will be listed under **"Courses Ready to Begin"**.

TO GET STARTED: Just click on the title of the course and you will be taken to the materials. Complete the quizzes at the end of each module.

OVERALL SCORE REQUIREMENTS: *You must achieve an overall score of at least 80% to qualify for a completion certificate. You may go back and retake quizzes to improve your overall score.*

TIP: **RETAIN A COPY OF YOUR COMPLETION CERTIFICATE FOR YOUR RECORDS.** Although the IACUC will have record of your training completion, *it is ultimately your responsibility to be able to produce documentation of training, particularly if you transfer to or conduct research at another institution.*

TIP: **There is no need to submit an electronic copy of your training completion certificate to the IACUC office** *provided you affiliated with HPU when you registered.* The IACUC office receives daily emails from the CITI program showing all training completed by individuals who are affiliated with HPU.