CITI Training Instructions for Animal Researchers

The University of Pittsburgh now requires the completion of CITI training modules for all individuals involved in research.

Go to http://www.iacuc.pitt.edu/training to access the Training for Animal Researchers guidance document.

To simplify user access and better track completion of required research courses, we have built a special pathway or portal to access CITI using the current Pitt HSConnect login process. This will allow users and administrators to continue to use the same method to identify which courses have been completed.

All new investigators and research team members, including non-Pitt/UPMC investigators, must create an account on the University of Pittsburgh HSConnect site which can be found at:

www.hsconnect.pitt.edu

Users must go through the Pitt CITI Access Portal to affiliate with the university as there is no way to directly affiliate with the university from the CITI website. If you completed the CITI training using by selecting UPMC as your participating site, you must still go to the Pitt CITI Access Portal to affiliate with the University of Pittsburgh.

This information sheet is designed to provide you with the basic tools to create your CITI account and complete the required research courses. If you have an existing CITI account, it is important you follow instructions so a duplicate account is not created.

If you have any questions, please contact us at citi@pitt.edu and we will be happy to assist you. If you have questions related directly to animal research and training, please contact the IACUC training coordinator, at cgubish@pitt.edu.

Important: Access CITI using the Pitt Portal at www.citi.pitt.edu

Do Not go directly to CITI, as Pitt is not selectable as a participating institution on their site

First Time Login – Create Your Pitt CITI Account

Step 1: Do you have you have a Pitt HSConnect account?

- If **Yes**, go to **Step 2**

If **No**, go to www.hsconnect.pitt.edu, create your Pitt account and then go to **Step 2:** Go to

www.citi.pitt.edu, click log-in and enter your HSConnect account information

Step 2: Go to www.citi.pitt.edu, click log-in and enter your HSConnect account information

Step 3: This page will displayed only once for first time users so existing CITI accounts can be linked

Step 4: Use the **click here** link to complete the enrollment process

*****Your Pitt/CITI account has now been created and you will not repeat these steps*** you can now

select your course or exit the site and complete your courses at a later time.

First Time Login – Create Your Pitt CITI Account

Step 1: Go to www.citi.pitt.edu to log into the CITI website

Step 2: Click on **Add a course or update your learner groups**

University of Pittsburgh
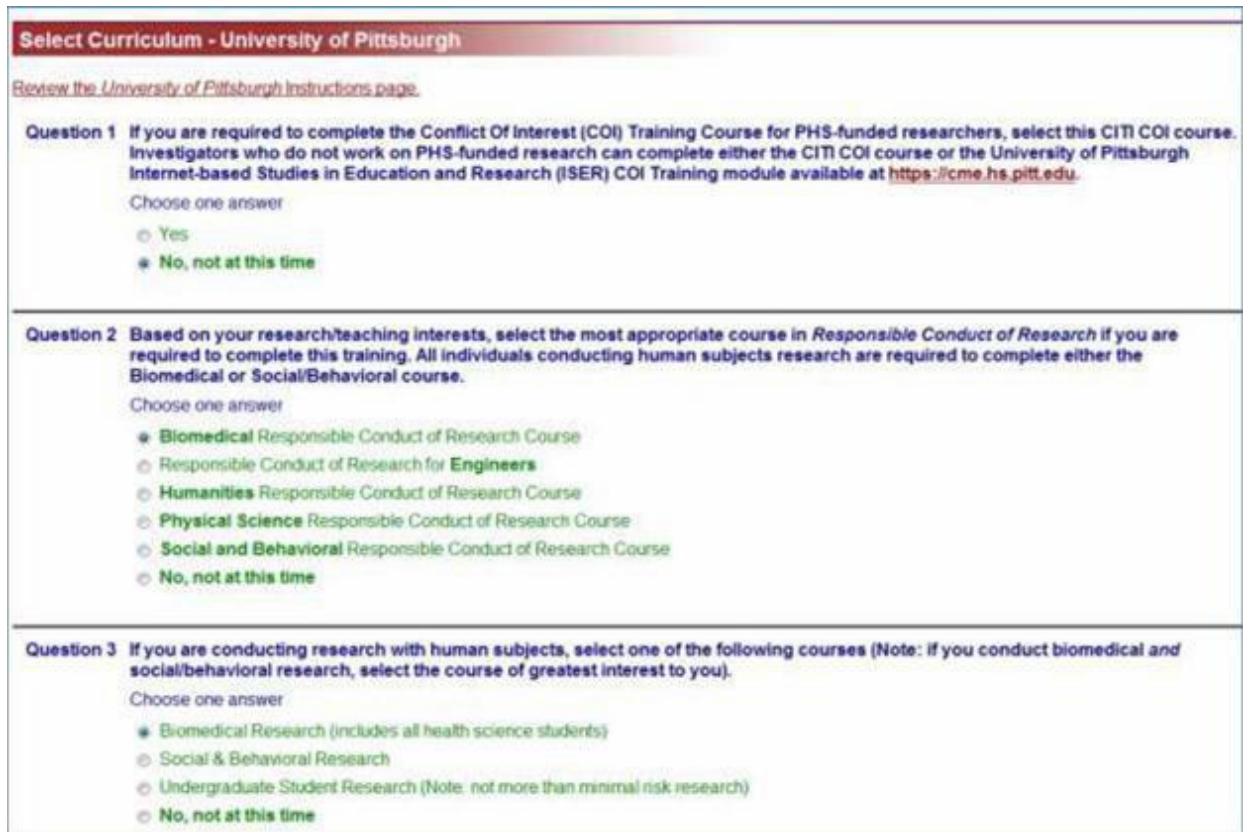
ⓘ View University of Pittsburgh instructions page

Your enrollment with this institution is incomplete. Click here to complete your enrollment.

ⓘ Add a course or update your learner groups for *University of Pittsburgh*

University of Pittsburgh Learner Utilities

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

ⓘ Update my profile information for *University of Pittsburgh*

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

ⓘ Click here to see your previously completed coursework for University of Pittsburgh

ⓘ Remove my affiliation from *University of Pittsburgh*

Step 3: Use the checkboxes to select your learner group and training

Select Curriculum - University of Pittsburgh

Review the *University of Pittsburgh* Instructions page.

Question 1 If you are required to complete the Conflict Of Interest (COI) Training Course for PHS-funded researchers, select this CITI COI course. Investigators who do not work on PHS-funded research can complete either the CITI COI course or the University of Pittsburgh Internet-based Studies in Education and Research (ISER) COI Training module available at https://cme.hs.pitt.edu.

Choose one answer

○ Yes

● **No, not at this time**

Question 2 Based on your research/teaching interests, select the most appropriate course in *Responsible Conduct of Research* if you are required to complete this training. All individuals conducting human subjects research are required to complete either the Biomedical or Social/Behavioral course.

Choose one answer

● **Biomedical** Responsible Conduct of Research Course

○ Responsible Conduct of Research for **Engineers**

○ **Humanities** Responsible Conduct of Research Course

○ **Physical Science** Responsible Conduct of Research Course

○ **Social and Behavioral** Responsible Conduct of Research Course

○ No, not at this time

Question 3 If you are conducting research with human subjects, select one of the following courses (Note: if you conduct biomedical *and* social/behavioral research, select the course of greatest interest to you).

Choose one answer

● Biomedical Research (includes all health science students)

○ Social & Behavioral Research

○ Undergraduate Student Research (Note: not more than minimal risk research)

○ No, not at this time

*If you selected the incorrect learner group, revise using

Add a course or update your learner groups

Step 4: You are now redirected back to the CITI main menu Scroll to the University of Pittsburgh section and click on <u>Enter</u> to access the courses

University of Pittsburgh   *View University of Pittsburgh instructions page*

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Good Clinical Practice Course, GCP	Not Started - Enter	Not Earned	N/A	Not Available
Social & Behavioral Research - Basic/Refresher, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available
Social and Behavioral Responsible Conduct of Research, RCR	Not Started - Enter	Not Earned	N/A	Not Available

Click on <u>Re-enter</u> to access courses started but not completed

My Courses	Status	Completion Reports
Good Clinical Practice Course, GCP	Incomplete - Re-enter	Not Earned
IRB Members - Basic/Refresher, Basic Course	Incomplete - Re-enter	Not Earned
Social and Behavioral Responsible Conduct of Research, RCR	Incomplete - Re-enter	Not Earned

Step 5: You are required to complete **The Integrity Assurance Statement** before going forward to the modules. Courses do not have to be completed in one session. There is also no limit to the number of times you can take the quizzes.

CR# 7039032: Social & Behavioral Research - Basic/Refresher Gradebook

To pass this course you must complete all required modules and 2 of the 9 elective modules with a combined score of 80 Your current score is 80

Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course:		
University of Pittsburgh	Completed 09/24/11	no quiz
Belmont Report and CITI Course Introduction	Completed 09/01/11	3/3 (100%)
History and Ethical Principles - SBR	Incomplete	
Defining Research with Human Subjects - SBR	Incomplete	
The Regulations and The Social and Behavioral Sciences - SBR	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete	
Informed Consent - SBR	Incomplete	
Privacy and Confidentiality - SBR	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Completed 01/20/11	1/2 (50%)

Elective Modules Required: 2 Completed: 0	Date Complete	Score
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Research with Prisoners - SBR	Incomplete	
Research with Children - SBR	Incomplete	
Research in Public Elementary and Secondary Schools - SBR	Incomplete	
International Research - SBR	Incomplete	
Internet Research - SBR	Incomplete	
Human Subjects Research at the VA	Incomplete	
Research and HIPAA Privacy Protections	Incomplete	
Vulnerable Subjects - Research Involving Workers/Employees	Incomplete	

Note: You will be able to select another learner group as displayed in **Step 3** once you complete the current course.

Step 6: Once you have completed and passed a course, you can print your certification and apply for continuing education credits for a nominal fee by clicking on the link as displayed below. In addition, these courses will also be posted in the Pitt HSConnect database within 48 hours (e.g., permits access to OSIRIS, Office of Research, and administrators).

University of Pittsburgh

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You have enrolled for the following courses:

My Courses	Status	Completion Reports	CE Credit Status	Voluntary Satisfaction Survey
Good Clinical Practice Course (US FDA focus), Basic Course	Passed - 12/07/11	Print	Register for CE Credits	Please Complete Now
IRB Members - Basic/Refresher, Basic Course	Passed - 11/22/11	Print	Register for CE Credits	Please Complete Now
Social & Behavioral Research - Basic/Refresher, Basic Course	Incomplete - Re-enter	Not Earned	N/A	Not Available
Social and Behavioral Responsible Conduct of Research, RCR	Not Started - Enter	Not Earned	N/A	Not Available