



Office of Research and
Sponsored Programs
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<http://www.lehigh.edu/~inors/>

The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF-8.

CITI REGISTRATION AND TRAINING TOOL	2
Registering or Logging In.....	2
What modules must I take for IACUC?	4
Where can I get assistance?	5
Instructions for <i>CITI</i> Learners	6
To Start the Course:	6
To Complete the Course:	6
CITI INSTRUCTION: Adding a new module to your CITI training.....	7

CITI REGISTRATION AND TRAINING TOOL

Registering or Logging In

Log in to CITI <https://www.citiprogram.org/index.cfm?pageID=22> and choose New Users Register Here, or if you are Already Registered, enter the Login Info and Click Submit.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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Over 5.2 million CITI Program courses have been completed since 2000

Username
Password
Log In
Forgot Username or Password?
Create an account
Register
Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

Use the drop down to choose Lehigh University

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

*** Select An Institution**

* indicates a required field.

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions

Scroll down and click the button Continue to Step 2 complete the information and continue through the steps.

Select the checkbox which applies to your Course Enrollment.

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

Getting Started

Welcome to Lehigh University CITI Course Enrollment. Please select below which type of course(s) you need to take:

Choose all that apply

- Human Research
- Lab Animal Welfare
- Responsible Conduct of Research (RCR)
- Conflict of Interest

Next

What modules must I take for IACUC?

CITI TRAINING MODULES	x=mandatory or species specific			
<u>Group</u>	<u>Stage</u>	<u>IACUC Members</u>	<u>Researchers must also take modules associated with the species associated with their research.</u>	<u>Non-research lab support personnel must also take modules associated with the species associated with their lab duties</u>
Aseptic surgery	1. Basic Course		x - mandatory	x - mandatory
Essentials for IACUC Members	1. Basic Course	x - mandatory		
IACUC Chairs, Members and Coordinators	1. Basic Course	x - mandatory		
Reducing Pain and Distress in Laboratory Mice and Rats	1. Basic Course		x - species specific	x - species specific
Working with Amphibians in Research Settings	1. Basic Course		x - species specific	x - species specific
Working with Gerbils in Research Settings	1. Basic Course		x - species specific	x - species specific
Working With Guinea Pigs in Research Settings	1. Basic Course		x - species specific	x - species specific
Working with Hamsters in Research Settings	1. Basic Course		x - species specific	x - species specific
Working with Mice in Research	1. Basic Course		x - species specific	x - species specific
Working with Rats in Research Settings	1. Basic Course		x - species specific	x - species specific
Working with Wildlife in Research Settings	1. Basic Course		x - species specific	x - species specific
Working with Zebra Fish in Research Settings	1. Basic Course		x - species specific	x - species specific
Investigators, Staff and Students	1. Basic Course		x - mandatory	x - mandatory

*

Lab Animal Welfare Course Enrollment

Do you conduct studies that use Lab animals?

1. If YES, then you must complete 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.

Choose all that apply

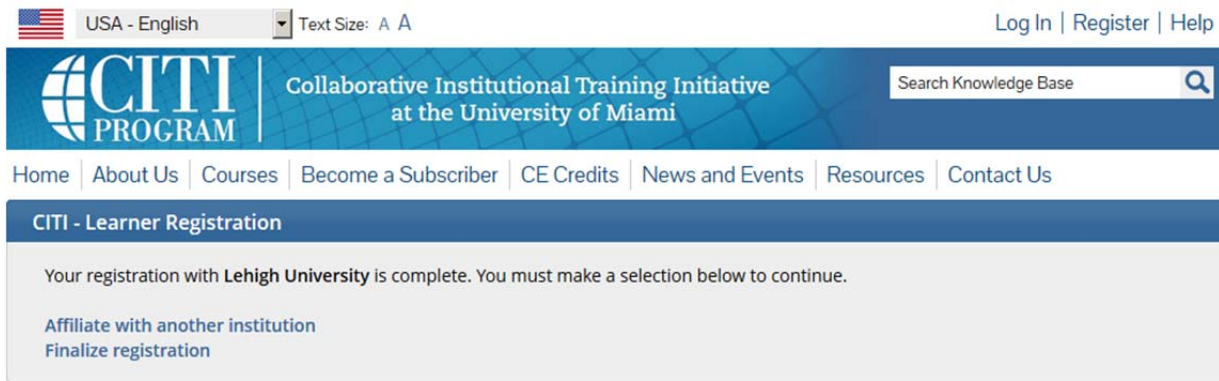
- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

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.

Scroll down to see the specific Modules. Complete as required and then click NEXT.

At the next screen, you may choose to affiliate yourself with another institution.



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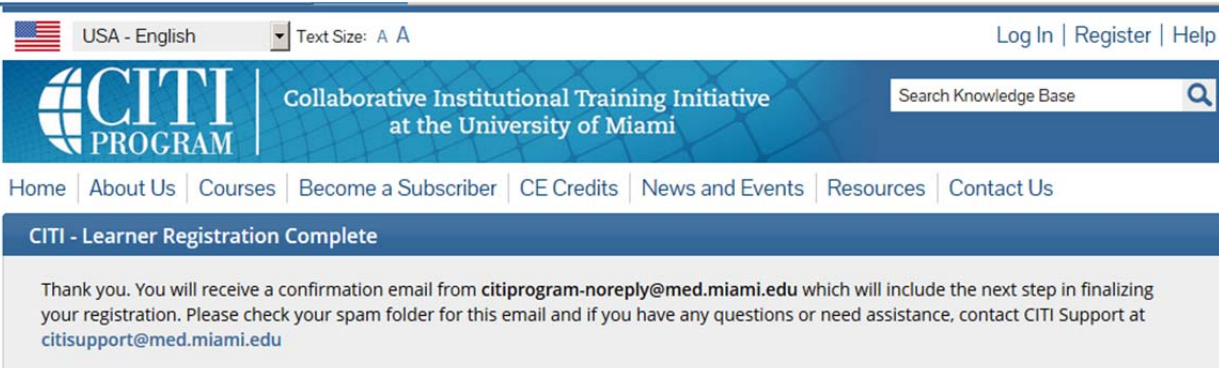
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CITI - Learner Registration

Your registration with Lehigh University is complete. You must make a selection below to continue.

[Affiliate with another institution](#)
[Finalize registration](#)



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CITI - Learner Registration Complete

Thank you. You will receive a confirmation email from citiprogram-noreply@med.miami.edu which will include the next step in finalizing your registration. Please check your spam folder for this email and if you have any questions or need assistance, contact CITI Support at citisupport@med.miami.edu

EMAIL: - you must respond to complete your registration.

Thank you for registering with the Collaborative Institutional Training Initiative (CITI Program).

To confirm your email address and complete your registration, please click on the link below:
<https://www.citiprogram.org/index.cfm?pageID=183&email=mgroover2@gmail.com&id=3774065>

Thank you
Collaborative Institutional Training Initiative (CITI Program)

The **Basic Course** for Humans Subjects Research and the Lab Animal Welfare **Core Courses** may require 4-6 hours to complete depending how you progress through the modules. You are encouraged to use multiple log on sessions. The RCR curriculum may require 2-4 hours to complete.

Where can I get assistance?

Questions regarding your requirements should be addressed to Marcia Hamm Groover, CRA – Manager, Electronic Research Administration at 610-758-4402 or mhm3@lehigh.edu.

Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.

Instructions for *CITI* Learners

To Start the Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your needs (research with human subjects or animals, or the responsible conduct of research (RCR)).
2. Your institution has prescribed each course curriculum.
3. The next page is the **Main Menu**. This page lists the courses you have chosen. The Main Menu also provides a number of **Course Utilities** designed to help you.
 - o You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
 - o You may click on "**Add a course or update your learner groups** " This link will take you to the enrollment questions and permit you to change your "**Learner Group**" by providing new responses to the enrollment questions.
4. The red link ([Enter](#) or [Re-Enter](#)) will permit you to **Begin/Continue the Course**.
5. To begin, please complete the **Integrity Assurance** module presented at the top. The system will allow you to start taking the courses after completing it.
6. Complete the required modules and associated quizzes.
7. Complete any "**Elective**" modules.
8. When you complete all Required Modules in your curriculum, you will be shown a link to "Optional Modules" in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
9. When you complete all required modules successfully, you may print your completion report through the link: "Print" in the Learner's menu

The **Basic Course** for Humans Subjects Research and the LabAnimal Welfare **Core Courses** may require 4-6 hours to complete depending how you progress through the modules. You are encouraged to use multiple log on sessions. The RCR curriculum may require 2-4 hours to complete.

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100 % correct.
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically by CITI Program to your institutional administrator. You may also return to the course site in the future to obtain a copy of the completion report.
- Submit a voluntary, anonymous user satisfaction survey.

CITI INSTRUCTION: Adding a new module to your CITI training.

(NOTE: The module must have been requested to be added by the Administrator for CITI in the Office of Research and Sponsored Programs.)

Log on to CITI – Click on Lehigh University Courses / Add a Course or Update Learner Groups

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with 'English', 'Text size: A A', and 'Marcia Groover ID: 1481736 | Log Out | Help'. Below this is the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar for the Knowledge Base is also present. The main menu includes 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', 'Support', and 'Admin'. The 'Main Menu' is expanded to show 'CITI US Export Control Regulations DEMO Courses' and 'Lehigh University Courses'. Under 'Lehigh University Courses', there is a table with columns for 'Course', 'Status', 'Completion Report', and 'Survey'. One course is listed: 'Working With Zebrafish (Danio rerio) in Research Settings' with a status of 'Not Started' and 'Not Earned'. Below the table is a section titled 'My Learner Tools for Lehigh University' with links for 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom, there are links to 'Click here to affiliate with another institution' and 'Affiliate as an Independent Learner'.

Select Lab Animal Welfare then Click NEXT

The screenshot shows the 'Getting Started' section of the CITI Program website. It features the same header and navigation as the previous screenshot. Below the header, there is a section titled 'Select Curriculum - Lehigh University' with a note '* indicates a required field.' The main content area is titled 'Getting Started' and contains the text: 'Welcome to Lehigh University CITI Course Enrollment. Please select below which type of course(s) you need to take: Choose all that apply'. There are four checkboxes: 'Human Research', 'Lab Animal Welfare', 'Responsible Conduct of Research (RCR)', and 'Conflict of Interest'. At the bottom, there are two buttons: 'Next' and 'Start Over'.

Scroll down to the Learner Group / Module you want to take.

Select Curriculum - Lehigh University

* Indicates a required field.

Lab Animal Welfare Course Enrollment

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.

Click on the Learner Group and then NEXT

- I work with Swine
- I work with Non-Human Primates (NHP)
- I work with Wildlife Research

Next Start Over

You should receive a message that Your Request has been successfully submitted and under Lehigh University Courses there is a hyperlink to the Wildlife Research Module.

English Text size: A A Marcia Groover ID: 1481736 | Log Out | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support | Admin

Main Menu

✔ Your request has been successfully submitted.

• CITI US Export Control Regulations DEMO Courses

• Lehigh University Courses

Course	Status	Completion Report	Survey
Wildlife Research	Not Started	Not Earned	

My Learner Tools for Lehigh University

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

• Click here to affiliate with another institution

• Affiliate as an Independent Learner