

**TRAINING  
REQUIREMENTS  
FOR THE CARE  
AND USE OF  
MICE IN  
RESEARCH**

**Creighton**  
**UNIVERSITY**

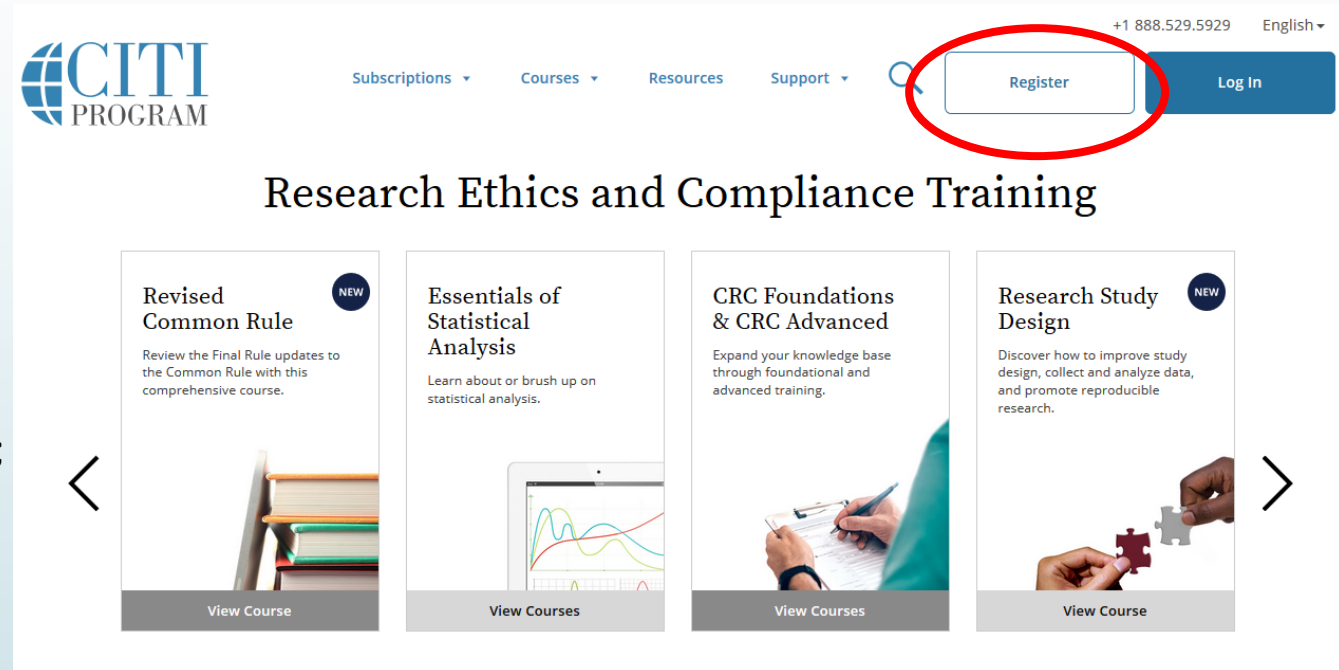
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**Office of the Provost**  
Research Compliance

# CREATING YOUR NEW CITI ACCOUNT

[WWW.CITIPROGRAM.ORG](http://WWW.CITIPROGRAM.ORG)

- Create a NEW account with CITI.
- Log onto the CITI website by going to [www.citiprogram.org](http://www.citiprogram.org).
- Click “Register” to go to the registration page.
- Do not create a new account if you already have one; please contact [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu) if you cannot remember your username or need your password reset.



The screenshot shows the CITI PROGRAM website header with navigation links: Subscriptions, Courses, Resources, Support, and a search icon. The 'Register' button is highlighted with a red circle. Below the header is the main content area titled 'Research Ethics and Compliance Training'. It features four course cards: 'Revised Common Rule' (marked NEW), 'Essentials of Statistical Analysis', 'CRC Foundations & CRC Advanced', and 'Research Study Design' (marked NEW). Each card includes a brief description and a 'View Course' button. The cards are flanked by left and right navigation arrows.

# Step 1: Select Creighton University as your organization affiliation.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

## CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

### Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨

———— or ————

### Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

[Need Help? Support Center](#)

Step 2: Enter your name and your primary email address.

A secondary email address is a good idea, but not required.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - Creighton University

Steps: 1 **2** 3 4 5 6 7

#### Personal Information

\* indicates a required field.

\* First Name

\* Last Name

\* Email Address

\* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

# Step 3: Create your CITI username, password, and select security question and answer, on this page.

Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password

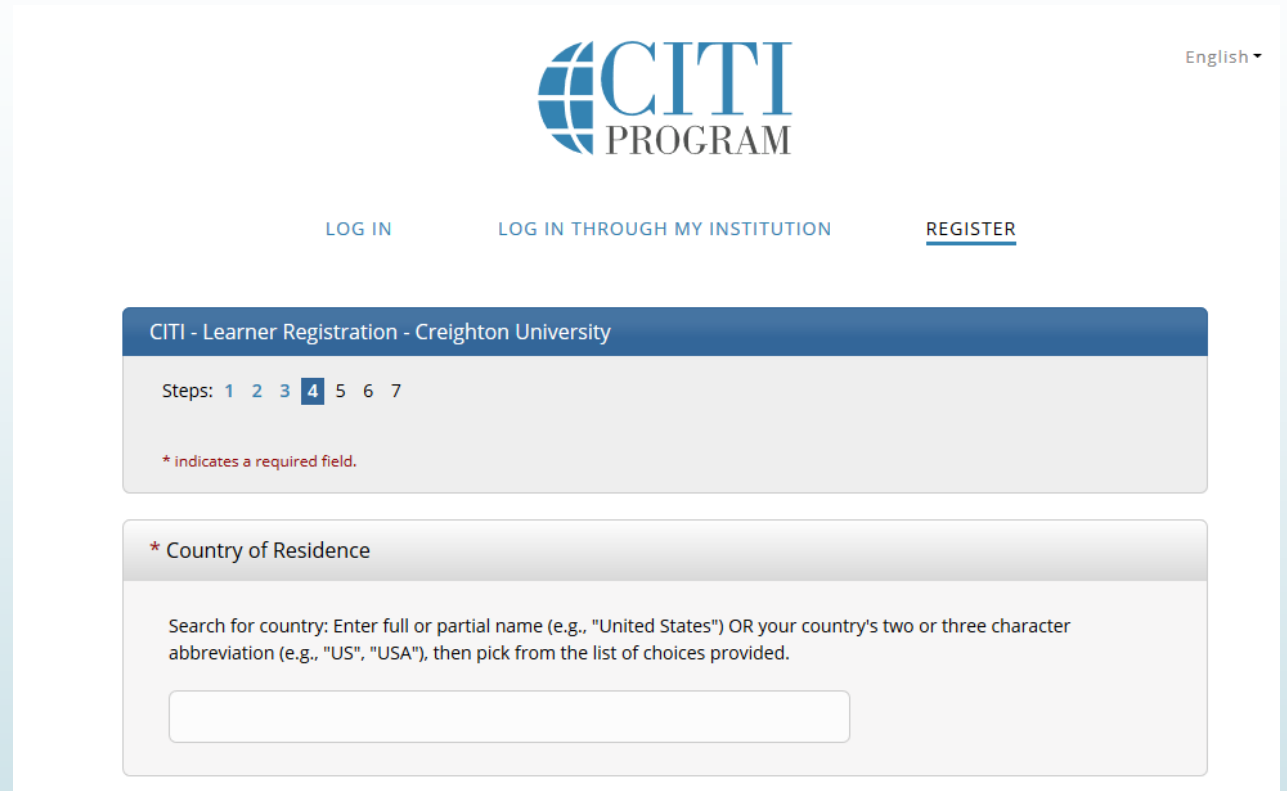
\* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

\* Security Question

\* Security Answer

## Step 4: Search for and select your country of residence.



The screenshot shows the CITI PROGRAM registration interface. At the top right, there is a language dropdown menu set to "English". Below the logo, there are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". A blue header bar indicates the current page is "CITI - Learner Registration - Creighton University". Below this, a progress indicator shows seven steps, with the fourth step, "Country of Residence", highlighted in blue. A red asterisk indicates a required field. The main content area for this step contains instructions: "Search for country: Enter full or partial name (e.g., 'United States') OR your country's two or three character abbreviation (e.g., 'US', 'USA'), then pick from the list of choices provided." Below the text is a white input field with a light gray border.

English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)


CITI - Learner Registration - Creighton University

Steps: 1 2 3 **4** 5 6 7

\* indicates a required field.

\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.



# Step 5: Answer these questions related to Continuing Education Credits and CITI related information.

Note: you do not need CEU's to complete the required CITI training for research.

\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

\* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

- Yes
- No
- Not sure. Ask me later

\* Can CITI Program contact you at a later date with marketing information? ⓘ

- Yes
- No

**Step 6:  
Complete all  
required fields.  
CITI does give  
the option of  
“Prefer not to  
answer”.**

Please provide the following information requested by Creighton University

\* indicates a required field.

Language Preference

\* Institutional Email Address

Please enter your Creighton University email address.

\* Confirm Institutional Email Address

\* Gender

\* Highest Degree

Employee Number

\* Department

\* What Is Your Role In Research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code


Country

\* Office Phone

Home Phone

\* NetID





**Step 7: Select the CITI courses that you will need to complete, select the options as shown below**

#### CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

\* indicates a required field.

**\* \*PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.**

Choose all that apply

- I will be involved in research with human subjects (IRB).
- I will be involved in research or teaching activities that utilize live animal subjects (IACUC).
- I am listed on an IBC project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more Biosafety Courses.
- I am one or more of the following and required to complete (RCR) CITI Responsible Conduct of Research Course; I have a class assignment to complete training and/ or I am involved in a research project.
- I am one or more of the following and required to complete CITI (COI) Conflict of Interest. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.
- I am required to complete Essentials of Research Administration
- I have previously completed CITI Training and need to select individual courses .

TO ADD THE CITI COURSES THAT YOU WILL NEED TO COMPLETE,  
PLEASE SELECT THE OPTIONS AS SHOWN BELOW  
(NOTE: COI IS ONLY REQUIRED IF PROJECT IS FEDERALLY FUNDED; THIS IS NOT  
REQUIRED OF UNDERGRADUATE STUDENTS)

\* \*PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.

Choose all that apply

- I will be involved in research with **human subjects (IRB)**.
- I will be involved in research or teaching activities that utilize **live animal subjects (IACUC)**.
- I am listed on an **IBC** project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more **Biosafety Courses**.
- I am one or more of the following and required to complete (RCR) CITI Responsible Conduct of Research Course; I have a class assignment to complete training and/ or I am involved in a research project.
- I am one or more of the following and required to complete **CITI (COI) Conflict of Interest**. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.
- I am required to complete Essentials of Research Administration
- I have previously completed CITI Training and need to select individual courses .


Next >



# Select the First Option

Will you be participating in research involving live animals?

Choose one answer

- 
- I am a **new** PI, lab staff, or student working with live animals in research.
  - I am an IACUC Committee Member
  - I need to **renew** IACUC training

Next »

# Select the Species that Applies to the Protocol

Choose the appropriate course(s) depending on the species with which you will be working.  
Choose all that apply

- I will be working with MICE
- I will be working with RATS
- I will be working with HAMSTERS
- I will be working with GERBILS
- I will be working with GUINEA PIGS
- I will be working with FROGS, TOADS OR OTHER AMPHIBIANS
- I will be working with RABBITS
- I will be working with REPTILES
- I will be working with ZEBRAFISH
- I will be working with DOGS
- I will be working with SWINE
- I am not working with live animals

Next >

# Here is the CITI Training for you to Complete.

Reminder: CITI COI Training is **ONLY** Required for Federally Funded Projects, **Not** Required for Undergraduates

## Curricula Information

Course	Stage	CR #	Status	View
CITI Responsible Conduct of Research Course	Basic Course	26871301	Not Started	<a href="#">Gradebook</a>
Conflicts of Interest	Stage 1	26871302	Not Started	<a href="#">Gradebook</a>
Investigators, Staff and Students	Basic Course	26871298	Not Started	<a href="#">Gradebook</a>
Post-Procedure Care of Mice and Rats in Research	Basic Course	26871300	Not Started	<a href="#">Gradebook</a>
Working with Mice in Research	Basic Course	26871299	Not Started	<a href="#">Gradebook</a>

## Other Information

[Modules Completed](#)

[Exams Completed](#)

# NON-CITI TRAINING REQUIREMENTS:

1. Animal Medical Records Training: Email [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu) for access to the video and email again once you finish watching it.
2. Medical Questionnaire: Please complete the questionnaire found [HERE](#) and send it along with a copy of your most recent tetanus vaccination to Sue Weston ([IACUC@Creighton.edu](mailto:IACUC@Creighton.edu))
3. Curriculum Vitae (CV): Send a current CV or resume to [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu). This is **NOT** required for Undergraduate Students.
4. NIH Financial Conflict of Interest Training: This is required only **IF** you are working on a National Institute of Health (NIH) Funded Project. Send certificate of completion to [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu). Training can be found [HERE](#). This is **NOT** required for Undergraduate Students.
5. Initial Microisolator Training Video: This video can be watched only in the Research Compliance Office via appointment. Email [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu) to schedule a viewing.

# LABORATORY SAFETY TRAINING (EVERYONE)

ALL PERSONNEL WORKING IN ANY RESEARCH LABORATORY AT  
CREIGHTON UNIVERSITY MUST COMPLETE THE FOLLOWING:

- [Lab Training for New Personnel](#) (**FIRST TIME ONLY**) or [Annual Laboratory Safety Training 2018-19](#) (**YEARLY**)
- [Globally Harmonized System \(GHS\) Training](#) (**ONE TIME ONLY**)
- [Radiation Safety Frequenter Training](#) (**YEARLY**)

# FINANCIAL CONFLICT OF INTEREST (FCOI) DISCLOSURE

## Do You Need to Submit?

You are required to submit an FCOI Disclosure **ONLY** if you meet the following criteria:

- Anyone involved in the design, conduct, or reporting of a **funded** research project including Creighton Faculty, Graduate/Professional Students, and Support Staff.
- Any outside Investigators who conduct **funded** research under Creighton University review (ie. IRB or IACUC) including any subrecipients of research funding through Creighton University except CHI investigators who have an annual disclosure on file through CHI.
- All members of a Research Compliance committee (i.e. IRB, IACUC etc.)

**IF YOU ARE UNCERTAIN IF THE PROJECT YOU WILL BE WORKING ON IS A FUNDED PROJECT,  
ASK YOUR PRIMARY INVESTIGATOR OR THE IACUC ADMINISTRATOR.**

[Click HERE to Submit Your FCOI Disclosure](#)





# FINAL CHECKLIST

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CITI Investigators, Staff, and Students (**Working with the IACUC**)

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CITI Working with Mice in Research Settings

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CITI Post-Procedure Care with Mice and Rats in Research

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CITI Responsible Conduct of Research

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CITI Conflict of Interest (**FEDERAL FUNDED PROJECTS ONLY, NOT REQUIRED FOR UNDERGRADUATE**

**STUDENTS**)  
Animal Medical Records Training (EMAIL [ResearchCompED@Creighton.edu](mailto:ResearchCompED@Creighton.edu) FOR ACCESS)

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Microisolator Initial Training Video (CONTACT [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu) TO SCHEDULE A VIEWING)

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Medical Questionnaire (SEND TO SUE WESTON [iacuc@Creighton.edu](mailto:iacuc@Creighton.edu) WITH TETANUS VACCINATION)

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Current CV (**NOT REQUIRED FOR UNDERGRADUATE STUDENTS**)

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NIH Financial Conflict of Interest Training (IF NIH FUNDED PROJECT, SEND CERTIFICATE TO [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu). NOT REQUIRED FOR UNDERGRADUATE STUDENTS.

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Laboratory Safety Requirements (**LAB SAFETY, GHS, RADIATION SAFETY**)

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Financial Conflict of Interest (FCOI) Disclosure (**ONLY IF CRITERIA MET**)



## IF YOU HAVE ANY QUESTIONS – PLEASE CONTACT

- ▶ Research Compliance Office
- ▶ 402-280-3200
- ▶ [ResearchCompEd@Creighton.edu](mailto:ResearchCompEd@Creighton.edu)

Creighton  
UNIVERSITY

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Office of the Provost  
Research Compliance