

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

Creighton
UNIVERSITY

Office of the Provost
Research Compliance

BEFORE CREATING YOUR ACCOUNT, YOU NEED TO INQUIRE WITH YOUR INVESTIGATOR IF THE PROJECT IS FEDERALLY FUNDED.

CREATING YOUR NEW CITI ACCOUNT

WWW.CITIPROGRAM.ORG

- Create a NEW account with CITI.
- Log onto the CITI website by going to 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 if you cannot remember your username or need your password reset.

The screenshot displays the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". The main content area features a large banner for the "4th World Conference On Research Integrity" held in Brazil, Rio de Janeiro, from May 31 to June 3, 2015. Below the banner, a statistic states "Over 7.4 million CITI Program courses have been completed since 2000". The right sidebar contains a login form with fields for "Username" and "Password", a "Log In" button, and a link for "Forgot Username or Password?". Below the login form is a section for "Log in through my institution" with a "Log in via SSO" button. At the bottom of the sidebar is a "Create an account" section with a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." The footer includes "CITI Program Announcements" with links to the Online Bookstore, EC Course, ICOI Module, and DPRF Course, as well as a "Help & Support" section with links for registration, account merging, and password recovery.

Search for Creighton University to Select Your Organization Affiliation.

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

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

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

[Continue to Step 2](#) [Search Again](#)

You will enter your name and your primary email address.

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

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

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CITI - Learner Registration - Creighton University

Steps: 1 2 3 4 5 6 7

Personal Information

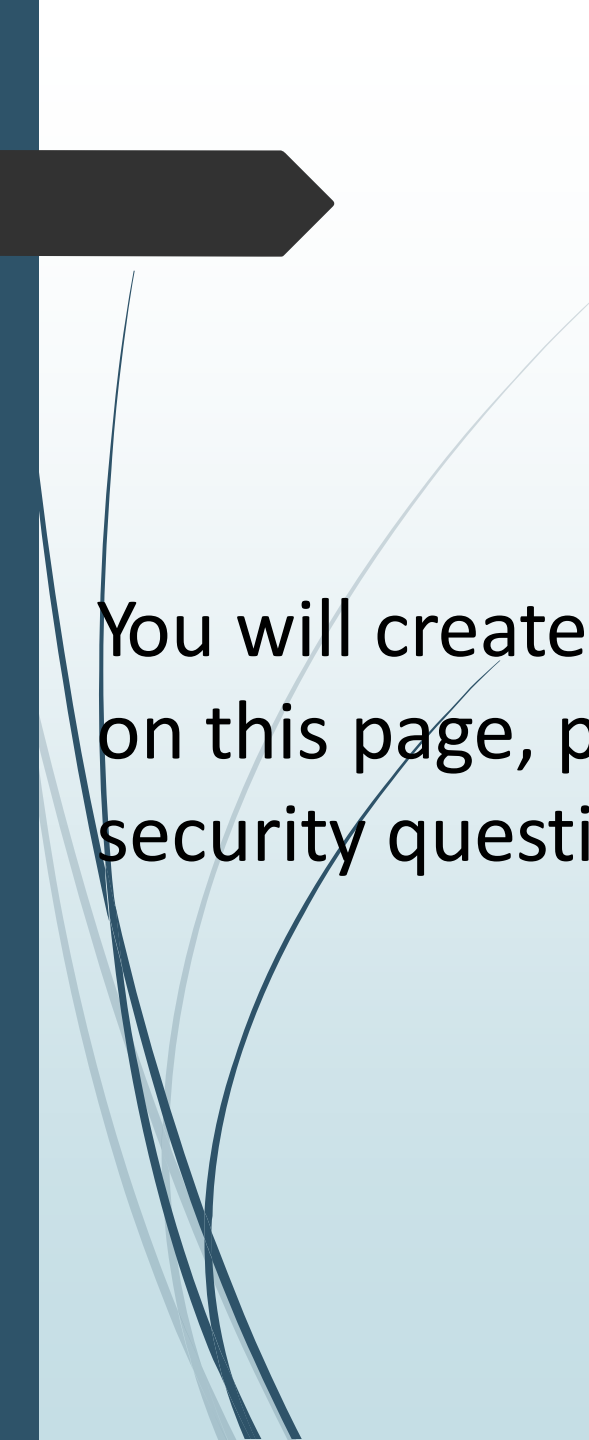
* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

Continue to Step 3



You will create your CITI username on this page, password and security questions and answer.

CITI - Learner Registration - Creighton University

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

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

[Continue to Step 4](#)



CITI asks gender, ethnicity, and race questions. If you would prefer not to answer, select “Prefer not to answer” for all three questions.

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? [?](#)
Why does CITI Program use these categories? [?](#)

* indicates a required field.

*** I identify my Gender as:**

- Female
- Male
- Transgender or Other
- Prefer not to answer


*** I identify my Ethnicity as:**

- Hispanic or Latino [?](#)
- Not Hispanic or Latino
- Prefer not to answer

*** I identify my Race as: (you may select more than one)**

- American Indian or Alaska Native [?](#)
- Black or African American [?](#)
- Asian [?](#)
- Native Hawaiian or Other Pacific Islander [?](#)
- White [?](#)
- Prefer not to answer

[Continue to Step 5](#)



On this page CITI is asking for information about you. Please note that you are only required to complete the questions with the red (*) asterisk; the remaining are optional.

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [My Profile](#) > [Affiliate with New Institution](#)

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

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)**

* *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

Curricula Information

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

Other Information

[Modules Completed](#)

[Exams Completed](#)

NON-CITI TRAINING REQUIREMENTS:

1. Animal Medical Records Training: Email 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)
3. Curriculum Vitae (CV): Send a current CV or resume to 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. Training can be found [HERE](#).
5. Initial Microisolator Training Video: This video can be watched only in the Research Compliance Office via appointment. Email 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 2017-18](#) (**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 **NOT** required to submit an FCOI Disclosure **UNLESS** you meet the following criteria:

- Creighton Faculty Member Involved in **ANY** Research (funded or unfunded)
- Undergraduate, Graduate, or Professional Student Involved in **Funded** Research
- Support Staff Involved in **Funded** Research

**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

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

CITI Working with Mice in Research Settings

CITI Post-Procedure Care with Mice and Rats in Research

CITI Responsible Conduct of Research

CITI Conflict of Interest (**FEDERAL FUNDED PROJECTS ONLY**)

Animal Medical Records Training (EMAIL ResearchCompED@Creighton.edu FOR ACCESS)

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

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

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

NIH Financial Conflict of Interest Training (IF NIH FUNDED PROJECT, SEND CERTIFICATE TO ResearchCompEd@Creighton.edu)

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

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

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