

KSC RESEARCH COMPLIANCE TRAINING GUIDE USING THE CITI ONLINE TRAINING SYSTEM

What is “Research Compliance Training”?

Research Compliance Training refers to a diverse suite of training modules designed to educate individuals about sensitive topics related to conducting research, or in some cases, to conducting any externally funded activity, including those of a purely educational or creative nature.

Why do I need to know about it?

You need to be aware of the various training modules required by Keene State College, and be able to determine which ones apply to you. Not every person needs to complete every training module. It will be different from person to person, depending on their unique circumstances.

These requirements are in place to protect you as well as the institution, and are often rooted in federal requirements. Thus, if you aren't in compliance, then Keene State isn't in compliance...and that can place the institution at risk for fines, penalties, and possible exclusion from receiving federal dollars through grants, cooperative agreements, and other forms of financial assistance. Not good.

Where can I find information about the requirements that might apply to me?

You can find information in the “Compliance” section of the OSPR website: <http://www.keene.edu/grants/>.

All investigators at Keene State College are required to comply with the Mandatory Research Integrity Training Policy of the institution, as well as the Financial Conflict of Interest screening/disclosure process and training.

You may read the Mandatory Research Integrity Training policy here:
<https://www.keene.edu/administration/policy/detail/research-integrity/>

You may read the Financial Conflicts of Interest in Research and Educational Activities policy here:
<https://www.keene.edu/office/ospr/compliance/fcoi-compliance/>

What is CITI?

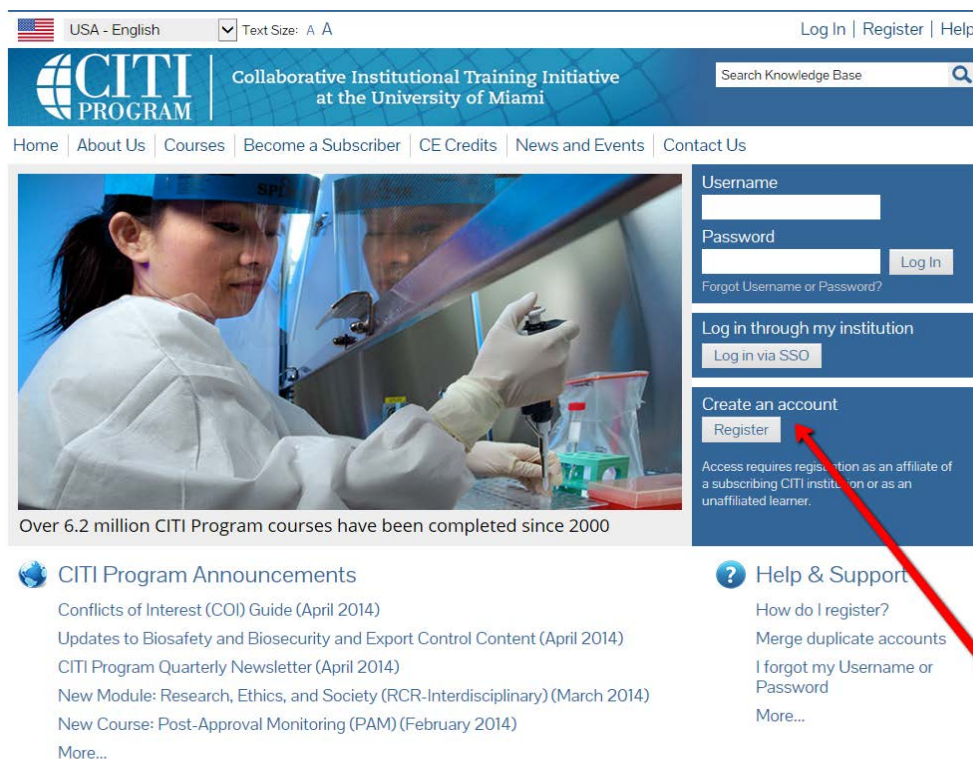
CITI is the online training provider we contract with in order to meet our obligations around research compliance training. CITI has a wide array of training modules available, but Keene State only subscribes to some of them. We currently subscribe to, and you may take free of charge, the following types of training:

- **Responsible Conduct of Research (RCR) Training** (required of any individual paid from an external grant to conduct research, including faculty, students, and staff)
- **Institutional Review Board (IRB) Protection of Human Subjects Training** (required for any individual conducting human subjects research, regardless of funding status)
- **Institutional Animal Care and Use Committee (IACUC) Training** (required for any individual conducting animal research, regardless of funding status)
- **Financial Conflicts of Interest (FCOI) in Research and Educational Activities Training** (required of individuals responsible for the design, conduct, or reporting of any externally sponsored research or educational activity, or those seeking funding for such)

See detailed instructions for accessing CITI on the following pages.

How do I register for CITI?

From any computer, use your internet browser to go to <https://www.citiprogram.org/>, click “**Register**”, and create an account by following the 7 steps shown in the following screen shots.




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

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Over 6.2 million CITI Program courses have been completed since 2000

Username

Password
 Log In
Forgot Username or Password?

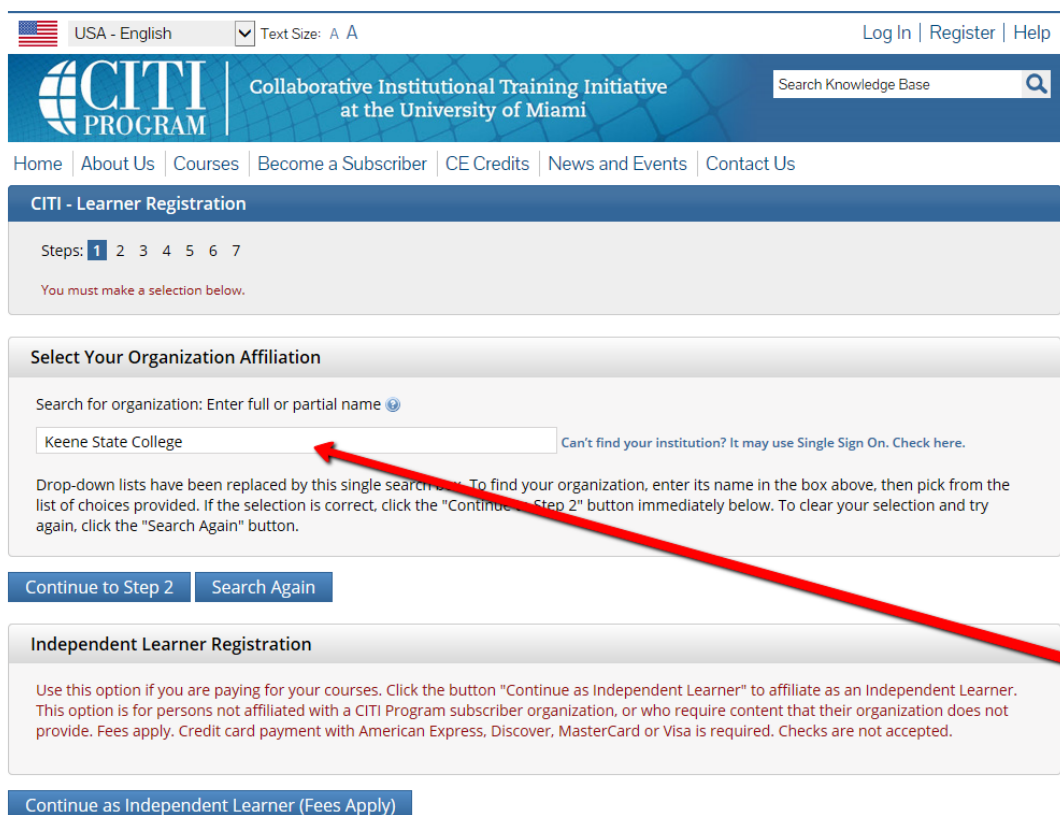
Log in through my institution
Log in via SSO

Create an account
Register
Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

CITI Program Announcements
Conflicts of Interest (COI) Guide (April 2014)
Updates to Biosafety and Biosecurity and Export Control Content (April 2014)
CITI Program Quarterly Newsletter (April 2014)
New Module: Research, Ethics, and Society (RER-Interdisciplinary) (March 2014)
New Course: Post-Approval Monitoring (PAM) (February 2014)
More...

Help & Support
How do I register?
Merge duplicate accounts
I forgot my Username or Password
More...

STEP 1: Affiliate yourself with **Keene State College** by typing it in the search box. Once **Keene State College** has been selected, click on “Continue to Step 2”.



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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

Keene State College 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**

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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.

Continue as Independent Learner (Fees Apply)

STEP 2: Enter your Name, email address and a secondary email address of your choosing. Click on "Continue to Step 3".

The screenshot shows the CITI Learner Registration page for Keene State College. At the top, there is a navigation bar with links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. Below this is a header section with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is also present. The main content area is titled "CITI - Learner Registration - Keene State College" and shows a progress bar with steps 1 through 7, where step 2 is currently selected. The "Personal Information" section includes a note that an asterisk indicates a required field. It contains four input fields: First Name, Last Name, Email Address, and Verify email address. Below these is a paragraph explaining the importance of a second email address. Further down are fields for Secondary email address and Verify secondary email address. At the bottom of the form is a blue button labeled "Continue to Step 3".

STEP 3: Create your user name and password.

The screenshot shows the CITI Learner Registration page for Keene State College, Step 3: Create your Username and Password. The navigation bar and header are identical to the previous step. The progress bar shows steps 1 through 7, with step 3 currently selected. The "Create your Username and Password" section includes a note that an asterisk indicates a required field. It provides instructions on username and password requirements. The username field is highlighted with a red arrow. The password and verify password fields are also present. Below these is a section for a security question and answer, with a note that the answer must be provided to access the account. The security question is selected from a dropdown menu, and the security answer is entered in a text field. At the bottom of the form is a blue button labeled "Continue to Step 4".

STEPS 4 & 6: Self Explanatory (not shown in screenshot)—provide the information requested. Although it is required that you respond to each item in Step 4, you will notice the demographic questions allow you to check “Prefer not to answer” as your response.

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CITI - Learner Registration - Keene State College

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

* Indicates a required field.

*** 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 recertification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

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 grad book page.

☒ No

STEP 5: Choose “No” and leave professional affiliation blank. At the bottom of Step 5, you will be asked if CITI can contact you regarding participation in research surveys. Choose “No if you do not want to receive a survey from the CITI company, “Yes” if you do. (most people check “no”)

STEP 7: Select the course module(s) you would like to take, and click **“Complete Registration”**

See detailed instructions on course selection on the following pages.

How do I select courses within CITI?

As part of the CITI registration process (Step 7), you will need to select the courses appropriate to your situation (you can also add additional course modules at another time). The courses you select will be determined by the type of research or other activities you are conducting, whether or not it is funded by an external agency (e.g., a grant), and other specific requirements that may be applicable given your unique situation. For more information, see guidance on page 1 of this document. If you still have questions, contact Penny Miceli (pmiceli@keene.edu).

To select your curriculum, you will be provided with a series of enrollment questions:

QUESTION 1: This is where you can choose to add the **Responsible Conduct of Research (RCR)** course to your curriculum, if it is applicable to you. In the sample below, I have chosen the version of the RCR course tailored to Social and Behavioral researchers, because that is most closely aligned with my discipline/major. You would pick the one that is a closest fit for you, or “not at this time” if it is not required of you and you don’t wish to take it.

QUESTION 2: This is where you can choose to add the **Financial Conflicts of Interest (FCOI) in Research and Educational Activities** course to your curriculum, if it is applicable to you. For most students, this is not required and students will most likely check “no”.

Question 1

Responsible Conduct of Research


*Required of all Keene State College faculty, staff, or students who are paid from an external grant to perform research. Others are welcome to elect to take the RCR course voluntarily.

(see KSC Policy <http://www.keene.edu/policy/research.pdf>)

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

Choose one answer

- ☐ Biomedical Responsible Conduct of Research Course
- ☒ Social and Behavioral Responsible Conduct of Research Course
- ☐ Physical Science Responsible Conduct of Research Course
- ☐ Humanities Responsible Conduct of Research Course
- ☐ Responsible Conduct of Research for Engineers
- ☐ Responsible Conduct of Research for Administrators
- ☐ Not at this time.



* Question 2


FCOI (Required for those applying for/receiving external grants)

Would you like to take the Financial Conflict of Interest (FCOI) in Research and Educational Activities Course?

(This is required for personnel responsible for the Design, Conduct, or Reporting of research or educational activities funded by external sources).

Choose one answer

- ☐ Yes
- ☒ No



Continued next page....

QUESTION 3: This is where you can choose to add the **Human Subjects Research** course to your curriculum, if it is applicable to you. You should choose the version of the course that most closely matches your activities. For example, if you are a student conducting no more than minimal risk research, there is a special course for you. But you are welcome to take any of the other versions that you feel may be more appropriate for you. If you do not do research with human subjects, simply do not make a selection at all.

QUESTION 4: This is where you can choose to add the **Good Clinical Practice** course to your curriculum, if it is applicable to you. Individuals intending to work in clinical settings might benefit from this. If this is not applicable to you, simply do not make a selection.

Question 3

Human Subjects Research

*Required of all Keene State College faculty, staff, or students engaged in activities meeting the definition of human subjects research, regardless of funding status. Others are welcome to elect to take the Human Subjects Research course voluntarily.

(see KSC Policy <http://www.keene.edu/policy/research.pdf>)

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer, if applicable. If you will not be conducting human subjects activities and do not wish to take the course, do NOT make a selection.

Choose one answer

☐

Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

☐

Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

☐

IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

☒

Students conducting no more than minimal risk research

☐

Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

Question 4

If you want to take Good Clinical Practice (GCP) please make your selection below.

Choose all that apply

☐

Good Clinical Practice (GCP)

Continued next page....

QUESTION 5: This is where you can choose to add the **Laboratory Animal Welfare (IACUC)** course to your curriculum, if it is applicable to you. You will choose the boxes that apply to you. In the below example, I have chosen “Working with the IACUC” (the basic IACUC course), and also the “Frogs, Toads, or other Amphibians” species specific modules. Your selection might differ based on the type of work you do. If you don’t do animal research at all, simply do not make any selections. Finally, click **“Complete Registration”**.

Question 5

Laboratory Animal Welfare

*Required of all Keene State College faculty, staff, or students engaged in research with vertebrate animals, regardless of funding status. Others are welcome to elect to take the Laboratory Animal Welfare course voluntarily.

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.

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.
☐ IACUC Community Member
☐ 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.

Choose the appropriate species specific electives depending on your work or interests.

Species Specific Modules

☒ I work with Frogs, Toads or other Amphibians
☐ I work with Mice. Family: Muridae Cricetidae
☐ I work with Rats. Genus: Rattus
☐ I work with Hamsters. Family: Muridae
☐ I work with Gerbils
☐ I work with Guinea Pigs
☐ I work with Rabbits, Family: Leporidae
☐ I work with Cats
☐ I work with Dogs
☐ I work with Swine
☐ I work with Non-Human Primates (NHP)
☐ Working With Animals In Biomedical Research - Refresher Course

Complete Registration

When you log into your account, your Main Menu screen should now list all the courses you selected, and the status of each. You can also add additional courses as needed by selecting “Add a Course or Update Learner Groups”. You are now ready to begin completing your courses.

English [v] Text size: A A Susan Ericson-West ID: 1765374 | Log Out | Help

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

Main Menu

✓ Your request has been successfully submitted.

▼ Keene State College Courses

Course	Status	Completion Report	Survey
Financial Conflict of Interest (FCOI) in Research and Educational Activities	Passed 08/22/2012	Print Report	Take Survey
Investigators, Staff and Students	Not Started	Not Earned	
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned	
Students - Class projects	Not Started	Not Earned	
Working with Amphibians in Research Settings.	Not Started	Not Earned	

My Learner Tools for Keene State College

- 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

As you begin completing your courses, keep the following pointers in mind:

- You do not need to complete a course in one sitting. You can log in and out as many times as you need, and your progress thus far will be reflected when you return. As you can see above, I have some courses that I have not yet “started”, and one that I’ve completed/passed, for which I can print my completion report.
- For each course, you will have a series of topics, each with their own on-screen readings, case studies, and sometimes videos to help you learn the material. CITI requires you to go through the topics in order, as the material in later sections builds on material in earlier sections.
- You will periodically encounter quizzes along the way, testing your understanding of what you just read or viewed. DON’T WORRY! This is a learning exercise. If you miss something, it will explain what you’ve missed and why, and refer you back to the material. As long as you meet the minimum passing rate for the quizzes you are fine. If you don’t meet the minimum, you will need to retake the quiz after revisiting the material in a little more detail. This is not a problem.
- If the material is very new to you, you will likely need to take more time and read more slowly than someone who has had training in the materials before. Those taking the courses as a “refresher” may find they can work more quickly.
- Above all, keep in mind the goal of this kind of ethics training. Our society will be a better, more ethical and just place by virtue of these principles. And the research enterprise of our nation depends on the public trust that researchers are *doing the right thing*. This is a step toward that worthy goal. Remember what you learn here, whether you go on to conduct research as part of your career, or whether you someday find yourself on the other side of the equation as a research subject/participant. Ethics in research matters!