

**Lewis & Clark College**  
**Sponsored Projects and Research Compliance (SPARC) Office**  
Instructions for Completing Online CITI Training Modules  
April 2024

Lewis & Clark researchers, faculty, staff, and students can access a variety of online training courses offered by the [Collaborative Institutional Training Initiative \(CITI\)](#) via L&C's institutional subscription. CITI's course modules have been developed by national experts and are widely used by colleges and universities around the country. Lewis & Clark currently subscribes to approximately 75 courses (see complete list below) relevant to the **Responsible and Ethical Conduct of Research (RECR)**, **research involving human subjects**, **Animal Care and Use**, **Financial Conflict of Interest**, and **Laser Safety**.

To complete CITI courses you must first register at <http://www.citiprogram.org/>

- New users should click "Register" at the CITI Login and Registration Page.
- At the Select your Organization Affiliation page, type in or select Lewis & Clark College, agree to the terms of service and affirm your affiliation with Lewis & Clark, then click the "Create a CITI Program account" button.
- Follow the instructions to register. You will be asked to create a username and password; your Lewis & Clark username and password will *not* work to login into the CITI system.
- Would you like to connect your ORCID iD to the CITI Program? Instructions to do so are available [here](#).

Once you've registered and affiliated with Lewis & Clark, **you will select one or more learner groups**: faculty or staff researcher, student researcher, appointed IACUC/IRB member or Institutional Official, and/or Class 3b/4 laser user. **Please answer each enrollment question to add courses to your profile**. Required courses will be added based on your primary and sub learner group(s) and choices about what type of work you're doing, and you may add any other CITI courses that are of interest. You will be able to complete course modules once they've been added to your profile (find them by clicking on "**My Courses**"), and may add/take additional courses at any time.

Researchers are required to complete the appropriate Responsible Conduct of Research course modules. Further, researchers working with live human subjects or live vertebrate animals must complete course(s) specific to their research and where it is conducted. Laser users must complete a laser safety course. Faculty and staff identified as senior personnel on a planned, pending, or active NSF or NIH award must complete a financial conflict of interest course. Courses specific to IACUC and IRB committee members are required for individuals serving in those roles. More specific information about required courses is available on the following page.

Each module has educational material that can be read on screen or printed, and a brief online test. Please note that you can do each module separately and do not have to complete an entire course in one sitting. The [Sponsored Projects and Research Compliance \(SPARC\) Office](#), the [IRB](#), and the [IACUC](#) will be notified automatically once you complete training course(s).

Please contact SPARC if you have questions or need assistance adding courses. Technical issues should be addressed to [support@citiprogram.org](mailto:support@citiprogram.org) or 888-529-5929.

**Required Courses that will be added based on primary/sub learner group(s) choice(s):**

1. Laser user only (no research): Laser Safety (required for Class 3b and 4 laser use)
2. Faculty, Staff, or Student Researcher
  - a. Responsible Conduct of Research (Humanities RCR; Biomedical RCR Social/Behavioral/Educational RCR; or Physical Sciences RCR)
  - b. COI – Public Health Service (required only for *faculty and staff* serving as senior personnel on a current, pending, or planned NSF or NIH grant)
  - c. Laser Safety (required if using Class 3b and Class 4 lasers)
3. Faculty, Staff or Student Researcher working with live human subjects:
  - a. Courses outlined in #2 above required
  - b. Social-Behavioral-Educational (SBE) Comprehensive or Biomedical Comprehensive (required)
  - c. Researchers - Information Privacy & Security (IPS) (required if accessing private health data)
  - d. GCP - Social and Behavioral Research Best Practices for Clinical Research (required if research conducted in a clinical setting/considered clinical research)
4. Faculty, Staff or Student Researcher working with live vertebrate animals:
  - a. Courses outlined in #2 above required
  - b. Investigators, Staff, and Students Lab Animal Research (required)
  - c. Wildlife Research (required for research involving wildlife)
  - d. Species-specific course(s) (required, will select species based on research)
5. Appointed Member of IACUC (faculty and staff only)
  - a. IACUC Chairs, Members and Coordinators (required)
  - b. Wildlife Research (required)
  - c. IACUC Chair (required for IACUC chair)
  - d. IACUC Community Member (recommended for IACUC Community member)
6. Appointed Member of the IRB (faculty and staff only)
  - a. IRB Member – Social-Behavioral-Educational (SBE) Comprehensive (required)
  - b. IRB Chair (required for IRB chair)
7. Institutional Official for Lewis & Clark (appointed by president)
  - a. Institutional Official: Animal Care and Use (required)
    - o Institutional/Signatory Official: Human Subject Research (required)

### **All-Course List: courses may be added based on interest**

- *Responsible Conduct of Research Courses:* Biomedical RCR; Humanities RCR; Physical Science RCR; RCR Facilitator Guides; Social and Behavioral RCR; Communicating Research Findings; Biomedical RCR Refresher; Humanities RCR Refresher; Physical Science RCR Refresher; Social and Behavioral RCR Refresher
- *Laser Safety Course:* Laser Safety
- *Human Subjects Research Courses:* Revised Common Rule; Single IRB Use and Administration; Clinical Trial Agreements; Essentials of Public Health Research; HSR Biomedical; Social-Behavioral-Educational Comprehensive; Institutional/Signatory Official: Human Subjects Research; Biomedical Comprehensive Refresher; SBE Comprehensive Refresher
- *Good Clinical Practice Courses:* GCP Social and Behavioral Research Best Practices for Clinical Research; GCP-SBR Advanced Refresher; GCP for Clinical Investigations of Devices; GCP for Clinical Trials with Investigational Drugs and Biologics; GCP for Clinical Trials with Investigational Drugs and Medical Devices (US FDA Focus); GCP-SBE Best Practices for Clinical Research Refresher; GCP for Clinical Investigations of Devices Refresher; CGP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus) Refresher; GCP for Clinical Trials with Investigational Drugs and Medical Devices (US FDA Focus) Refresher)
- *Information Privacy and Security Courses:* Clinicians Information Privacy & Security (IPS); Educational Administrators IPS; IRBs IPS; Researchers IPS; Students and Instructors IPS
- *Animal Care and Use Courses:* Semiannual Evaluations in Depth; IACUC Protocol Review; Animal Care and Use Quality Assurance Programs; IACUC Administration; Post-Approval Monitoring; Post-Procedure Care of Mice and Rats in Research; Investigators, Staff, and Students Lab Animal Research; IACUC Chairs, Members, and Coordinators; Wildlife Research; IACUC Chair; IACUC Community Member; Working with SPECIES in Research Settings (Species options: Amphibians; Cats; Dogs; Ferrets; Fish; Gerbils; Guinea Pigs; Hamsters; Mice; Non-Human Primates; Rabbits; Rats; Reptiles; Swine; Zebrafish (*Danio rerio*))
- *Conflicts of Interest and Commitment Courses:* COI - Public Health Service; COI in Healthcare

***Please note that course offerings may change/be updated on an ongoing basis.***