

Collaborative Institutional Training Initiative Instructions

All investigators using animals in research or teaching must complete animal care and use training. Additionally, all student researchers and TA's participating in the use and/or handling of vertebrate animals must also complete training. Training is completed online through the [CITI program](#). Once complete, training is valid for 3 years. Information regarding CITI registration can be found [here](#).

IACUC members must also complete CITI training every 3 years

Register for an account at <https://www.citiprogram.org/>

- On the right side under “Create an account” click on ‘Register’ and follow the instructions.
- When prompted to “Select Your Organization Affiliation” search for St. Edward’s University, continue with step 2 and fill out the required fields.
- During steps 3-4 you will be asked various registration/identification questions.
- In step 5, select “No” for Continuing Education Unit (CEU)
- In step 6, select “Clinical Researcher” or whichever designation best matches your profile and interests.
- In step 7 you will be asked, among other things, questions that determine what courses you need to complete.
 - You must provide an answer to question 1 regarding Human Subjects Research (even if you do not do human subjects research). Make a selection – you will see this course in your course list when you log in to your CITI account but you DO NOT have to complete the course for IACUC purposes.
 - Questions 2 and 3 apply to optional courses that are NOT required for IACUC purposes.
 - Question 4 asks, “Do you conduct studies that use Lab animals?” Please mark “Yes.”

Once you have completed registration, login to your CITI account to access “Working with the IACUC.” (After registering, CITI may automatically take you to the correct page. If not, log-in again.) Click on “Working with the IACUC.” You will be taken to seven required modules. They are:

1. Working with the IACUC: Introduction (ID: 17660)
2. About the IACUC (ID: 17661)
3. Federal Laws, Policies and Guidelines (ID: 17662)
4. Planning research and Completing the Protocol form (ID: 17663)
5. Personnel and Their Welfare (ID: 17665)
6. Making Changes to an Approved Protocol (ID: 17667)
7. Reporting Animal Use Concerns (ID: 17668)

You do not have to complete the modules in one sitting. You will need to earn at least 80% on a quiz at the end of each module. When complete, please save the completion report as a PDF and submit with your protocol form.

If you already have a CITI account, you can add the IACUC modules:

- Log in to your CITI account using your established username and password.
- Select 'Main Menu'
- Under 'My Learner Tools for St. Edward's University' select 'Add a Course'
- Provide answers to the 4 questions (see above instructions for guidance) – the answers you provide to Question 4 will give you access to the IACUC modules.
- When finished, select submit. You will return to the Main Menu and you should now see "Working with the IACUC" in your course list. When you click on this title, you will be taken to the nine required modules (listed above).
- You do not have to complete the modules in one sitting. Once complete, please save the completion report as a PDF and submit with your protocol form.