

IACUC CITI Training Requirements for Faculty, Staff, Students

Once you have created your account with CITI and affiliated with Kennesaw State University [KSU], please ensure that you have enrolled in the proper course. The following information will assist you in making that determination. If you are still unsure after reviewing the information below, please contact the Office of Research Integrity at resinteg@kennesaw.edu.

1. Go to <https://about.citiprogram.org/en/homepage/>. *If you already have a login, skip to item 24.*
2. Click on the Register button on the top right of the page.
3. Enter “**Kennesaw State University**” in the “**Select Your Organization Affiliation**” search box.
4. Click the box to “**Agree to the Terms of Service**”. Then click the box to affirm that you are an affiliate of KSU.
5. Click “**Create a CITI Program account**”.
6. Enter your information in the appropriate boxes. You can include a personal email as either the primary or the secondary option. We suggest you use your KSU email for at least one.
7. Click “**Continue to Step 3**”.
8. Follow the on-screen instructions to create a Username and Password. *For security purposes do NOT use your KSU NetID and password on this website.*
9. Select a security question and answer.
10. Click “**Continue to Step 4**”.
11. Please enter your Country of Residence.
12. Click “**Continue to Step 5**”.
13. KSU’s Office of Research Integrity does not require that you maintain CE Credits; however, if you choose “Yes” as your answer you will have the ability to request and personally pay for those credits later if you decide you need them. Choosing “Yes” does not obligate you in any way; it only makes them accessible to you.
14. You may choose to allow CITI Program to contact you to participate in a research survey, but a “Yes” answer is not required by KSU.
15. Click “**Continue to Step 6**”.
16. For “Institutional email address” **enter your official KSU email address, [NetID]@kennesaw.edu or [NetID]@students.kennesaw.edu**. Do not use any aliases you may have set up for your KSU email. This address must match our user database for the Cayuse Research Suite to sync your training with Cayuse.
17. Fill in the required answer to “Highest degree.”
18. Select the role that best describes you under “Primary research role.”
19. Click the drop-down box for “Which course do you plan to take first?” and select the **Animal Research Basic Course**. You can add courses as needed after you have created your profile.
20. Click “**Continue to Step 7**”.
21. In the course selection list, check the box next to “**Animal Subjects Research Training**.” You may also select any additional courses you need at this time.
22. Click “**Next**” at the bottom. You will see follow-up questions (shown below). Select the “**Working with the IACUC Basic Course**” at the top as well as any species-specific courses based on your research program. If you are an IACUC Member, you can add your committee training with the next question.

23. Click "**Next**" at the bottom of each question page. If you have chosen any other course additions, you might see additional follow up questions. The last step is to click the "**Finalize Registration**" box. After all steps are completed, you will return to your list of courses.

If you already have a CITI account:

24. Log in to your CITI account.
25. Click "**My Courses**" along the top menu.
26. Next to "Kennesaw State University" click "**View Courses.**" *If you do not have KSU in your Institutional Courses list, click the "**Add Affiliation**" button, then search for and select "**Kennesaw State University**" in the box on the following webpage. Click the box to "**Agree to the Terms of Service**" then click the box to affirm that you are an affiliate of KSU. Click "**Continue**," then follow steps 6-23 above.*
27. Either click "**Learner Tools**" at the top of the course list or scroll to the bottom of the page.
28. Within the "Learner Tools" box, click "**Add a Course.**"
29. In the course selection list, check the box next to "**Animal Subjects Research Training.**" You may also select any additional courses you need at this time.
30. Click "**Next**" at the bottom. You will see follow-up questions (shown below). Select the "**Working with the IACUC Basic Course**" at the top as well as any species-specific courses based on your research program. If you are an IACUC Member, you can add your committee training with the next question.
31. Click "**Next**" at the bottom of each question page. If you have chosen any other course additions, you might see additional follow up questions. After the questionnaire is complete you will return to your list of courses.

LABORATORY ANIMAL RESEARCH

Choose the appropriate species-specific courses according to your research interests.

Choose all that apply

- ☐ **REQUIRED:** Working with the IACUC Basic Course
- ☐ If you conduct studies that have the potential to cause "more than momentary pain and distress" in mice or rats, you must also complete the module **Minimizing Pain and Distress**
- ☐ If you conduct major survival surgery or non-survival surgeries in non-rodent species, you must also complete the module **Aseptic Surgery**

AND

REQUIRED: Species Specific Modules (select appropriate species used in your research)

- ☐ I work with Cattle in Agricultural Research Settings
- ☐ I work with Frogs, Toads, or other Amphibians
- ☐ I work with Fish in Research
- ☐ I work with Mice
- ☐ I work with Rats
- ☐ I work with Hamsters
- ☐ I work with Gerbils
- ☐ I work with Guinea Pigs
- ☐ I work with Rabbits
- ☐ I work with Cats
- ☐ I work with Dogs
- ☐ I work with Swine
- ☐ I work with Non-Human Primates (NHP)
- ☐ I work with Sheep & Goats
- ☐ I work in Wildlife Research
- ☐ Not at this time

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE [IACUC] MEMBERS

If you are a member of the IACUC, then choose the appropriate option below. Students are not members of the IACUC.

Choose all that apply.

☐ **IACUC Chairs, Members and Coordinators**

If you are a member of KSU's Institutional Animal Care and Use Committee (IACUC), then you need to maintain a current CITI certification in the IACUC Members Basic Course as well as the ***Working with the IACUC Basic Course*** during your term of service.

☐ **IACUC Community Member (valid for 3 years)**

☐ **IACUC Member Refresher Case Studies (valid for 1 year)**

☐ Not at this time

Once all required modules are completed successfully, you will be shown a “View course completion history and print completion certificates” link. There is also an option to “View/Print” or “Share” your *Completion Record* of each course at the *Courses* menu once it has been completed. We recommend that you save the certificate for your records.