

Instructions to Complete CITI Training Courses Researchers

Training for researchers – both faculty and students – using vertebrate animals is completed through the Collaborative Institutional Training Initiative (CITI). To complete the training, navigate to:

<https://www.citiprogram.org/>

Next, create a new account affiliated with the University of Puget Sound (be sure to type “University of Puget Sound” into the affiliation and/or select it from the possible responses you get). You’ll be asked some background questions in order to associate your account with the correct modules.

Faculty and Student Researchers: Select the following choices for Questions 1-5.

1. Human Subjects Research → Not at this time
2. Responsible Conduct of Research → Not at this time
3. Conflict of Interest → No
4. IACUC → Working with the IACUC
5. IACUC Species-specific courses → Select those that are appropriate for your research project

Click “Complete Registration”

Click “Finalize Registration” on the next page

Researchers must successfully complete the following courses as part of training:

- Working with the IACUC
- Appropriate species-specific course(s), if applicable

There are quizzes associated with modules within each course. Successful completion is earning 80% or better on all quizzes in a course. You can complete the optional modules based on your interests.

The CITI training will take a few hours but must be completed before a protocol can be approved by the IACUC. Proof of completion is required for protocol review.

Proof of successful completion:

Once you’ve successfully completed a course, download your completion certificate(s) and include them at the end of your protocol. Protocols submitted without the appropriate CITI certificate(s) will be returned without review.