Electronic Ethics Education

The federal government has mandated that electronic education be a component of awareness of ethical treatment for human participants, and that applicant's principal and co-investigators alike, have completed this on-line training. Please, be prepared to provide evidence of a current electronic training certificate to Office of Research Regulatory Compliance & Policy (ORRCP) and for extramural funded research, the Office of Research and Sponsored Programs and/or the Research Foundation to support their files and to facilitate release of funds.

Effective August 1, 2009, for System-wide consistency, PVAMU moved to a two year cycle for electronic education and the CITI training is the preferred training. Electronic training is federally mandated and as such we are required to document that all principal and co-investigators and all master's and dissertation committee members have completed this activity and that their certification is current. This office will coordinate with the Graduate School, the Research Foundation and the Office of Sponsored Programs and the evidence (certificate) for completion of the training will become vital in the release of funds and advancing to the IACUC board for application review. For the CITI certificate to be valid, and to accompany the IACUC application and Continuing Review forms (for years two and three) it must have a minimum of six months of viability prior to expiration.

CITI is a web-based ethics training course for those conducting research involving animal subjects. All 1) Principal Investigators, 2) Co-Investigators, 3) thesis and doctoral advisory committee members and 4) study personnel must complete CITI training with a minimum score of 90%. Initial and Continuing Reviews will not be reviewed without proof of current CITI completion.

Completion records for Principal Investigators and Co-Investigators and Thesis and Doctoral Advisory Committee Members must be submitted with applications. In addition, CITI Completion records of study personnel should be maintained current by the Principal Investigator and are subject to periodic inspection.

Follow the steps below to sign up for the CITI Course:

Go to: www.citiprogram.org

"New Users" Select:

Step 1: Participating Institutions: Prairie View A&M University

Step 2: Create a username and password

Step 3: Enter your name Enter email address Step 4:

Complete contact information fields.

Select: I am interested in the CITI Lab Animal Welfare Course

Select: Check all that apply, for the affiliation with IACUC and working with the animals.

"IACUC Member" or "Working with IACUC"

Investigators must complete the CITI Refresher Course within three years after original CITI course completion.

Follow the steps below to sign up for the CITI Refresher Course:

www.citiprogram.org Go to: **Enter Login:** username and password

Under "My Courses," enter the course entitled: "The CITI Lab Animal Welfare Course"

Complete: "Investigators, Staff and Students, Basic Course"

Completing the "The Integrity Assurance Statement" will allow entrance into each required module of the course: Investigators, Staff and Students, Basic Course "

All investigators and advanced degree advisory committee members must possess a current CITI training certificate and submit the CITI certificate with the protocol application. Failure to submit the CITI training certificate will result in the application termed incomplete and it will not be placed on an agenda for review until this requirement has been satisfied.

Note: Co-Investigators that are <u>not affiliated with an institution</u> that subscribe to CITI must provide an NIH or NSF certificate of completion with the IACUC initial and subsequent renewal applications. NIH or NSF certifications are no longer acceptable for PVAMU affiliated personnel and students. Effective August 1, 2009, CITI is the only recognized training for PVAMU affiliated personnel and students.