BHSU’s INSTRUCTIONS TO COMPLETE RESEARCH TRAINING

To enroll in the required research training courses please go to www.citiprogram.org and set up your user account. **You must affiliate with Black Hills State University** for your training to be registered and recorded by BHSU.

Once you have successfully set up a user account and affiliated with BHSU you will need to select the required courses. To do this, click on the “Main Menu” button in the top left corner of the screen. Expand the “Black Hills State University Courses” and in the box that says “My Learner Tools for Black Hills State University” click “Add a Course or Update Learner Groups”. This will bring you to a page with a series of questions which will help you select the appropriate courses.

**ALL Students and Faculty must complete a Responsible Conduct of Research Course**

**First time taking the course:** To select the required Responsible Conduct of Research Course (RCR), scroll down to **Question 3** and select the ONE appropriate RCR course for your field of research. (Educational Research is covered under the Social and Behavioral Responsible Conduct of Research).

**For renewal:** **3 Year Refresher Course** scroll down to **Question 6** and select the appropriate Refresher Course.
For those conducting research with Human Subjects
Go to Question 1: Human Subjects Research
Choose the course most appropriate for your field.
If you are a student and your research mentor has told you your project has been determined by the IRB to involve no more than minimal risk, you may choose the “Students conducting no more than minimal risk research”.

Faculty must take a complete course, either the “Biomedical Research Investigators” or the “Social and Behavioral Research Investigators” (Educational research is covered under Social and Behavioral Research Investigators).

Students conducting approved research involving greater than minimal risk must complete either the “Biomedical Research Investigators” or the “Social and Behavioral Research Investigators” (Educational research is covered under Social and Behavioral Research Investigators).

NIH funded investigators
Question 2 contains the required Conflicts of Interest course for PIs and Key Personnel who receive NIH funding.

For those requiring Biosafety/Biosecurity training

Question 4: Biosafety/Biosecurity Course
The Biosafety Committee, or Laboratory PI or staff will instruct you on the appropriate course pertinent to your specific research or assigned duties.
Question 5: Laboratory Animal Research

Follow the instructions provided in the grey box to choose the appropriate course.

Choose all that apply:

- Working with the IACUC Course is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your institution may require this.
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Choose the appropriate species specific electives depending on your work or interests:

- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Frogs, Toads or other Amphibians
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Rabbits. Family: Leporidae
- I work with Non-Human Primates (NHP)
- I work with Cats
- I work with Dogs
- Working With Ferrets in Research Settings
- I work with Fish
- I work with Swine
- Wildlife Research
- Working With Animals In Biomedical Research - Refresher Course
- * Not at this time.

Question 7: Institutional/Signatory Official

This course is required only for the BHSU Administrators who serve as Institutional Officials or Signatory Officials for IRB and IACUC.

Choose all that apply:

- Institutional/Signatory Official: Human Subject Research
- Institutional Official: Animal Care and Use
- * Not at this time.