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.

Question 6	
	below if you wish to enroll in a Responsible Conduct of Research Refresher course.
Choose one answer	
Responsible Conduct	of Research Refresher for Biomedical Researchers
Responsible Conduct	of Research Refresher for Social, Behavioral, and Education (SBE) Researchers
Responsible Conduct	of Research Refresher for Physical Science Researchers
Responsible Conduct	of Research Refresher for Humanities Researchers
Responsible Conduct	of Research Refresher for Engineers
Not at this time.	

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).

Question 1		
Human Subjects Research		
Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.		
Choose one answer		
Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.		
Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.		
IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.		
Students conducting no more than minimal risk research		
Research with data or laboratory specimens- ONLY: No direct contact with human subjects.		
Not at this time.		

NIH funded investigators

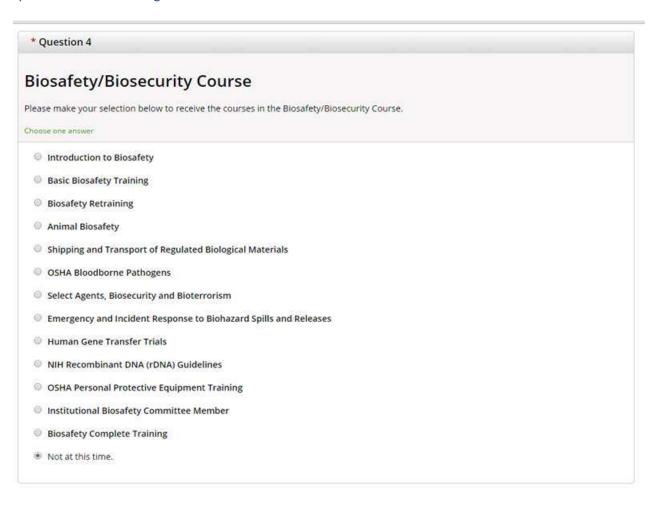
Question 2 contains the required **Conflicts of Interest** course for PIs and Key Personnel who receive NIH funding.



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.



For those involved in Research or Teaching involving Animals in the lab, field, classroom or animal care facility

Question 5: Laboratory Animal Research

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

Question 5	
Laboratory Animal Resea	rch
Do you conduct studies that use Lab animals?	
1. If YES, then you must complete the	Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you sh	ould complete the "Essentials for IACUC Members".
3. Choose the appropriate species spe	ecific electives according to your research interests.
Choose all that apply	
 If you are an IACUC Member you are requi Antibody Production If you are planning to do aseptic surgery or require this. 	ed if you plan to use lab animals in your work, ired to complete the "Essentials for IACUC Members" course now. In animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may be potential to cause "more than momentary pain and distress" in Mice or Rats you should bistress".
Choose the appropriate species specific election	ves depending on your work or interests.
I work with Mice. Family: Muridae Cricetida I work with Rats. Genus: Rattus I work with Frogs, Toads or other Amphibia 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 Cogs Working With Ferrets in Research Settings I work with Fish	ans
☐ I work with Swine ☐ Wildlife Research ☐ Working With Animals In Biomedical Resea ☑ Not at this time.	irch - Refresher Course

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.