

# BHSU's INSTRUCTIONS TO COMPLETE RESEARCH TRAINING

To enroll in the required research training courses please go to [www.citiprogram.org](http://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).

**Question 3**

### Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

**For renewal: 3 Year Refresher Course** scroll down to **Question 6** and select the appropriate Refresher Course.

**Question 6**

Please make your selection 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.

**\* Question 2**

### Conflicts of Interest

Would you like to take the Conflicts of Interest course?

Choose one answer

Yes

No

**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 4**

### Biosafety/Biosecurity Course

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training
- Not at this time.

**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 Research

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 should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

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.
- Antibody Production
- 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.

**Question 7**

### Institutional/Signatory Official

Select the group appropriate to your research activities.

Choose all that apply

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