

Oakland University IACUC CITI Training Requirements

The Oakland University Institutional Animal Care and Use Committee (IACUC) requires that all Principal Investigators with an approved IACUC Application for the Use of Vertebrate Animals (AUVA), and any personnel listed on those applications, complete Collaborative Institutional Training Initiative (CITI) Courses before they are allowed to begin working on the project. CITI Program <https://www.citiprogram.org> is a web-based subscription service providing research ethics education to all members of the research community. CITI is a multi-language site used by over 830 participating institutions and facilities from around the world including Oakland University. Oakland University's training requirements in animal research are satisfied by completion of specified CITI training courses.

Prior to working on an approved IACUC project, all research personnel must complete Oakland University's basic course in animal research entitled, "Working With Animals in Biomedical Research – Basic Course," as well as any applicable species-specific modules. An aggregate score of 80% must be achieved for all modules within a course in order to pass the course. CITI training is valid for 3 years following successful course completion with reminders sent by the CITI Program 90 days prior to the expiration of training. At that time, completion of the course entitled, "Working with Animals in Biomedical Research – Refresher Course," is required. It is the responsibility of the Principal Investigator to ensure that all personnel listed in his/her application complete the Refresher Course in a timely manner. **Please note that annual reviews of IACUC approved protocols will not be approved if CITI training has expired and the refresher course has not been successfully completed.** The following step by step instructions may be followed to meet Oakland University's training requirements in animal research.

Step by Step Instructions for completion of CITI training

For completion of CITI training, applicants should log on to the CITI training site at <https://www.citiprogram.org> and complete the required training prior to submission of an application to the IACUC as follows:

- New users will be required to register with CITI. Instructions for registration can be found on the CITI home page under *Help and Support*.
- Oakland University must be chosen as a participating institution.
- Once logged onto the CITI site, registrants should select *Oakland University Courses* from the main menu.
- Under *My Learner Tools* for Oakland University, select *Add a Course* or *Update a Learner Group*.
- Researchers and their personnel who have not previously completed CITI training in animal research must select the "Working With Animals in Biomedical Research – Basic Course" under the *Laboratory Animal Welfare* heading.
- Species specific courses must also be completed as applicable to the research.
- Researchers with expiring CITI training certification in animal research must complete, the "Working With Animals in Biomedical Research – Refresher Course."
- Completion reports for registered users can be obtained from the main menu page under Oakland University.
- The IACUC administrator will verify CITI Completion Reports prior to an individual beginning work on an IACUC approved protocol using animals in research.