

Research training is met by successful completion of online training modules from the Collaborative Institutional Training Initiative (CITI) website. All individuals, principal investigators, co-investigators, post-docs, research assistants, undergraduate and graduate students and all other personnel engaged in research must complete the CITI training modules. The time to complete the training modules may be 6-8 hours. You may exit and resume the training at any time. Once successfully completed, a refresher course is required every three years. A notification will be sent to you prior to the expiration of your training. At any time, you may return to the training modules and print a certificate.

STEPS TO REGISTER AND BEGIN YOUR TRAINING:

Step 1: Access the CITI website link at: <https://www.citiprogram.org/>

Step 2: Create an account by clicking “Register” in the top right-hand corner of the webpage:

Step 3: Select **Texas A&M University-Commerce (SSO)** as your **Organization Affiliation**

Step 4: Agree to the terms of service and affiliation & click on Log in with Texas A&M University-Commerce. This will take you to the initial page that says “Associate your SSO account with a CITI Program Account.

Step 5: Click on “I don’t have a CITI Program account and I need to create one”. This will allow you to create your account.

Step 6: Click on Institutional courses and select Add a course.

Step 7: On Question 1 – Responsible Conduct of Research select either Biomedical or Physical Science depending on your research.

Step 8: Go to Question 3, Laboratory Animal Welfare, and click on Working with the IACUC course. You will also need to complete the appropriate Species-Specific Module depending upon your research area. Click on the Submit button on the bottom of the page.

Step 8: If you plan to conduct studies that have the potential to cause “more than momentary pain and distress” in mice or rats, complete the module on Minimizing Pain and Distress. If you conduct major survival surgery or non-survival surgeries in non-rodent species, complete the model on Aseptic Surgery.

If you have any questions, please email research.compliance@tamuc.edu or call 903-886-5766