# SUNY UPSTATE CITI INSTRUCTIONS

**SUNY Upstate Medical University** is pleased to offer the **Collaborative Institutional Training Initiative (CITI) on-line training courses** to our faculty, staff and students.
Wesbsite: citiprogram.org/support@citiprogram.org/Ph # 888-529-5929

## I. Instructions

**Please Note: The requirements listed in Section II pertain to individuals conducting research. Other Upstate Medical University or University Hospital departments may also require completion of CITI courses. Please contact your department or program for details.*

1. Complete all applicable required courses.
2. If you have completed CITI courses with another institution, the courses can be transferred to Upstate (not all may transfer over). After you log-in, click on your name in the upper right corner. Click "profiles" add then add “SUNY Upstate Medical University” to your affiliations.
3. Training expires in a certain number of years. You will receive an email prior to expiration with directions on updating education requirements. CITI will send out expiration emails at 30 days and 7 days prior to expiration. After expiration they will send them out at days 1, 7, 14, and 30 days.
4. If you have any technical problem with the CITI website or your account, please contact Chris Knabb in the Research Compliance Office, knabbc@upstate.edu

## II. What research education/training programs are you required to complete?

- **Basic Course in the Protection of Human Subjects** (Question 1): Required by all individuals participating in human subjects research. There are 3 different courses available based on the type of research the learner is involved in. Pick the appropriate group (1, or 2 or 3). Expires in 3 years.
  **Group 1 Biomedical investigators and key personnel including drug and device research:** Work directly with human subjects in research activities that involves drugs, biologics or devices.
  **Group 2 Biomedical investigators and key personnel:NO FDA regulated research:** Work directly with human subjects in research activities that do not involve drugs, biologics or devices.
  **Group 3 Data or specimen research only investigators:** Does not work directly with human subjects, only works with data and/or biological specimens obtained from them. No contact with subjects.
- **Responsible Conduct of Research** (Question 3): Required for all individuals, designated by the principal investigator, who are involved in basic/translational research with PHS funding AND all individuals listed on the Registration Form for IRB Review. Expires in 4 years.

- **Conflict of Interest Mini-Course** (Question 5): Required for all individuals, designated by the principal investigator, who are involved in basic / translational research with PHS funding. *(expires in 4 years) Contact Person: Bob Quinn*

- **Good Clinical Practice** (Question 4): Required by all individuals participating in human subject's clinical trial research that is funded by NIH. There are 4 different courses available based on the type of research the learner is involved. It is up to the PI to insure that all study staff has complete this NIH requirement (Expires in 3 years)

- **Lab Animal Welfare Course** (Question 2-IACUC): Investigators, staff & students basic course is required for all individuals involved in animal research. Individuals must complete all modules related to the species with which they will be working. If an individual will participate in a project that includes rodent survival surgery & lacks previous rodent surgical experience, s/he must complete the Aseptic Surgery module. *Contact person: Julie Ritchie*

- **Shipping and Transport of Regulated Biological Materials** (Question 6): Required for individuals involved with shipping infectious substances (including bacteria, viruses, rickettsiae, parasites, fungi, prion or other agents) (Expires in 3 years)
  *Contact Person: Environmental Health & Safety*

## III. Other Courses Available *

*We have made the following courses available as various sponsors/funding agencies may require completion. These are periodically updated.*

- Good Clinical Practice
- Consent and Subject Recruitment Challenges
- Clinical Research Coordinator (CRC)
- Spanish Courses
- Export Compliance
- Clinical Trials Billing Compliance (CTBC)
- GDPR & Human Subjects Research in the U.S.
- Protocol Registration and Results Summary Disclosure in clinicaltrials.gov
- Covid-19: Back to Campus and Remote Contact Tracing
- Humanitarian Use Devise (HUDs)
- Healthcare Ethics Committee