

SUNY UPSTATE MEDICAL UNIVERSITY INSTITUTIONAL INSTRUCTION PAGE

SUNY Upstate Medical University is pleased to offer the **Collaborative Institutional Training Initiative (CITI) on-line training courses** to our faculty, staff and students.

I. Instructions

Please Note: The requirements listed in Section II pertain to individuals conducting research. Other Upstate Medical University or University Hospital departments or programs 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. After you log-in, add “SUNY Upstate Medical University” to your affiliations by clicking the link under your completed courses.
3. Training expires in a certain number of years (see specific course for details). You will receive an email prior to expiration with directions on updating education requirements.
4. If you have any technical problem with the CITI website or your account, please contact Michele O’Brien in the Research Compliance Office.

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*. Pick the appropriate group (1, 2 or 3). (expires in 3 years)
Contact Person: Michele O’Brien
 - ***Group 1 investigators** work directly with human subjects in research activities that do involve drugs, biologics or devices.
 - Group 2 investigators** work directly with human subjects in research activities that do not involve drugs, biologics or devices.
 - Group 3 investigators** do not work directly with human subjects, only work with data and/or biological specimens obtained from them.
- **Responsible Conduct of Research** (question 4): 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)
Contact Person: Michele O’Brien

- **Conflict of Interest Mini-Course** (Question 6): 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: Robert Quinn
- **Good Clinical Practice** (Question 5): 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 completed this NIH requirement. (*expires in 3 years*)
Contact Person: Michele O'Brien
- **Lab Animal Welfare Course** (Question 3): The Investigators, Staff and 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. Finally, if an individual will participate in a project that includes rodent survival surgery and lacks previous rodent surgical experience, s/he must complete the Aseptic Surgery module.
Contact Person: Karen Coty
- **Shipping and Transport of Regulated Biological Materials** (Question 7): 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
- Humanitarian Use Devise (HUDs)
- Consent and Subject Recruitment Challenges: Remuneration
- Clinical Research Coordinator (CRC)