

# 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 Raquel Fleming 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) as described on the CITI website. (expires in 3 years)
- **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*)
- **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 completed this NIH requirement. (expires in 3 years)

- **Lab Animal Welfare Course** (Question 2): 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.
- **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: 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 Device (HUDs)
- Consent and Subject Recruitment Challenges: Remuneration
- 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