

New Researcher Packet

This document is intended to provide a resource for new researchers working with, or in the vicinity of animals, to efficiently complete the requisite training and assurances. Note that this list is not inclusive of any Employee Services and Risk Management related trainings. Please contact respective departments for questions regarding those programs. If at any time you have any questions regarding the process, form content/completion, or technical questions pertaining to the training, please contact Clayton Gillespie at iacuc@tarleton.edu.

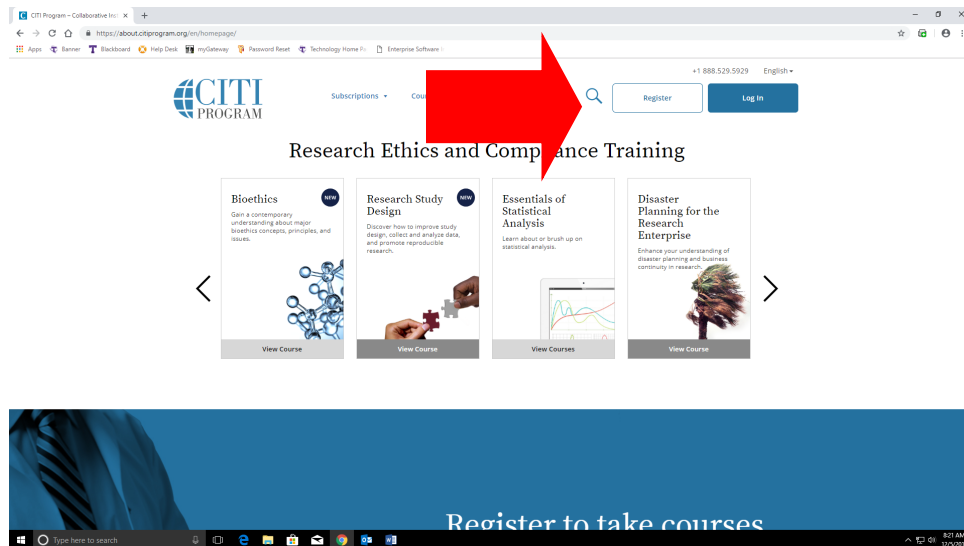
Checklist

Please complete the following steps **prior** to any contact with animals.

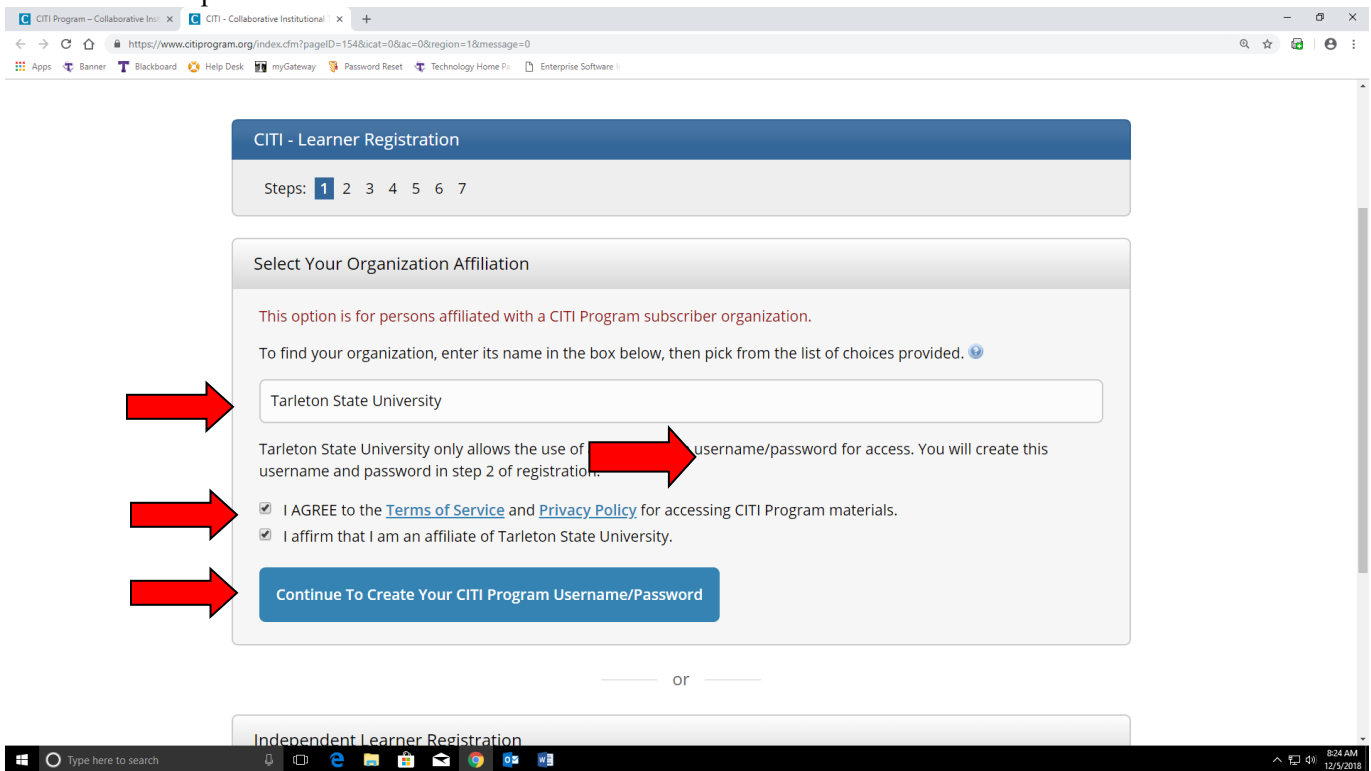
1. "Occupational Health and Safety Annual Enrollment"
 - a. Online at https://tarleton.az1.qualtrics.com/jfe/form/SV_5oqwT4tBLWzgKOx
 - b. Description: Form relays information regarding species specific risks, and also provides medical surveillance if desired.
 - c. Valid for 1 year, and due before the end of each calendar year.
2. Citi Training
 - a. "Working with IACUC" and "Responsible Conduct of Research" are required. Species specific modules are assigned at the discretion of the PI.
 - b. Description:
Working with IACUC - A basic training and primer to working with animals in a research setting.
Responsible Conduct of Research – A basic training to better familiarize researchers with the standards of their field and with the responsibilities that they have to society.
 - c. Valid for 3 years, and due before expiration.

Citi Training Access

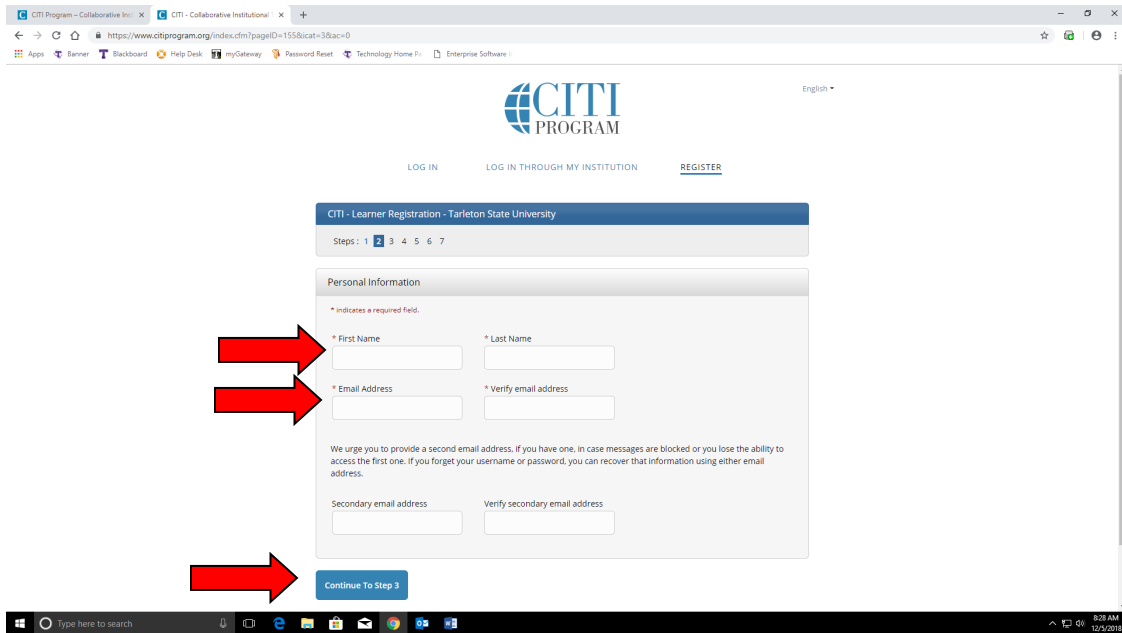
1. Go to: www.citiprogram.org
2. Click on the register button on the right side of the page. If already registered, go directly to log in.



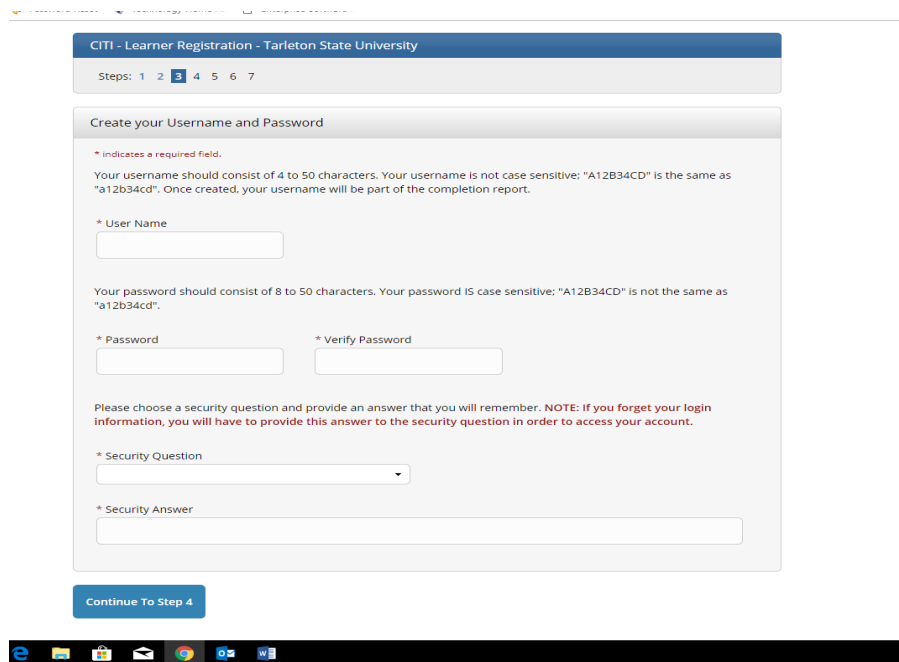
3. Enter Tarleton in the search box, select it from the drop down list, agree to terms of service, and click “Continue to Step 2”



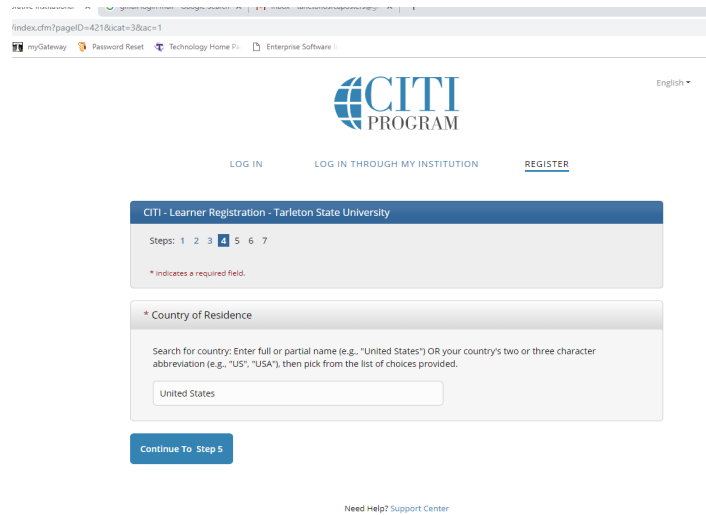
4. Enter personal information and click “Continue to Step 3”



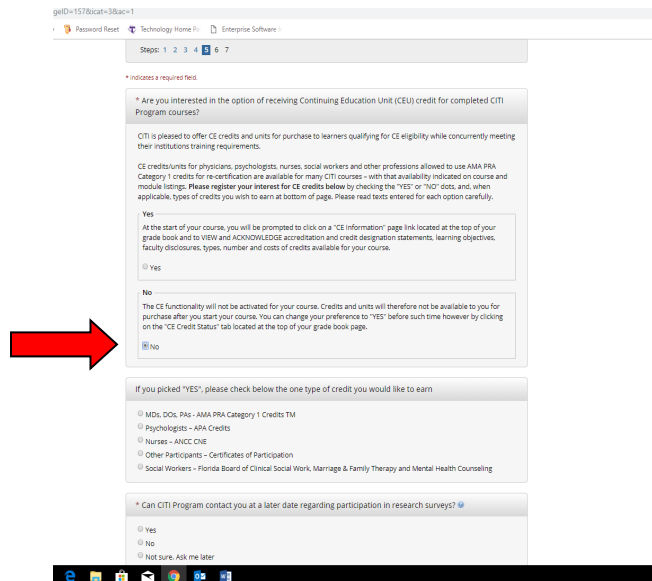
5. Create username, password, and security question. Proceed to “Step 4”.



6. Enter country of residence and continue.



7. Select “No” when prompted for CE credits, make a selection for or against surveys from Citi, and then continue.



8. Complete institutional information and continue. Please note that not all fields are required.

Please provide the following information requested by Tarleton State University

* Indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

9. Select “Working with IACUC”, “Responsible Conduct of Research” and additional appropriate courses according to your research and species. Click submit to proceed.

Please make your selection below if you wish to be enrolled in the IRB Chair course.

Choose all that apply

- IRB Chair

Question 3

Animal Care and Use

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- IACUC Community Member
- IACUC Chair
- Post-Approval Monitoring (PAM)
- Antibody Production
- If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Choose the appropriate species specific electives depending on your work or interests.

- I work with Frogs, Toads or other Amphibians
- I work with Mice, Family: Muridae Cricetidae
- I work with Rats, Genus: Rattus
- I work with Cats
- I work with Dogs
- I work with Swine
- I work with Cattle
- I work with Fish
- Wildlife Research

Question 4

Biosafety/Biosecurity

- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Nanotechnology
- Dual Use Research of Concern (DURC)
- Biosafety Complete Training
- Not at this time.

Question 5

Responsible Conduct of Research

Please make your selection below if you wish to be enrolled in the Responsible Conduct of Research course.

- Responsible Conduct of Research

Question 6

Revised Common Rule

Please make your selection below if you wish to be enrolled in the Revised Common Rule course.

- Revised Common Rule
- Not at this time.



10. Click on a training to start the course. Select first module, and go down the list till course is complete. Once a course is complete it will show as "Passed". Complete all applicable courses.

The screenshot displays the CITI PROGRAM interface. At the top, there is a search bar for the Knowledge Base and a navigation menu with links for Main Menu, My Profiles, My CEUs, My Reports, Support, and Admin. Below this, a section titled 'Tarleton State University Courses' contains a table with the following data:

Course	Status	Completion Report	Survey
Working with Cattle in Agricultural Research Settings	Not Started	Not Earned	
Working with the IACUC	Passed 07/13/2016	View/Print Share	Post-course evaluation

Below the table, there is a section for 'My Learner Tools for Tarleton State University' with links to Add a Course, Remove a Course, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation. At the bottom, there are links to 'Click here to affiliate with another institution' and 'Affiliate as an independent Learner'. The footer contains links for Accessibility, Copyright, Privacy Notice, Terms of Service, and Contact Us.

