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.
9. Select “Working with IACUC”, “Responsible Conduct of Research” and additional appropriate courses according to your research and species. Click submit to proceed.
Question 3

Animal Care and Use

Do you conduct studies that use lab animals?

1. If YES, 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” course now.
3. Choose the appropriate species-specific modules according to your research interests.

Choose one or more:
- Working with the IACUC Course
- If you plan to use lab animals in your work.
- IACUC Committee Member
- IACUC Chair
- Preclinical Monitoring (PM)
- Antibody Production
- If you are planning to do surgical surgery on animals, you may want to complete the “Surgery” course now. Your institution may require this.
- If you plan to conduct studies that have the potential to cause harm to animals, you should complete the modules on “Managing Pain and Disease”.

Choose the appropriate species-specific modules depending on your work or interests:
- I work with Mouse, Rat, Monkey, Other Mammals
- I work with Birds, Amphibians, Reptiles
- I work with Fish, Insects, and Invertebrates
- I work with Microbes, Viruses
- I work with Eggs
- I work with Lab Animals (Rats, Mice)
- I work with Wildlife
- I work with Pigs

Question 4

Biosafety/Biosecurity

- Handling and transport of infectious 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.