



TRAINING REQUIREMENTS FOR WORKING WITH BIOHAZARDOUS MATERIALS

IBC

REQUIREMENTS FOR PARTICIPATION IN HUMAN SUBJECT RESEARCH

1. Submit a current Financial Conflict of Interest Disclosure (not applicable for undergraduate students unless on a funded project)
 1. <http://www.creighton.edu/researchservices/rco/coi/coidisclosure/>
2. Complete the required online courses
 - CITI Biomedical Responsible Conduct of Research (RCR) Course
 - CITI Biosafety Course(s)

FINANCIAL CONFLICT OF INTEREST DISCLOSURE

To access the Financial Conflict of Interest Disclosure go to:

<http://www.creighton.edu/researchservices/rco/coi/coidisclosure/>

For questions, call the Research Compliance Education Office at 402-280-2680 or researchcomped@creighton.edu

The screenshot shows a web browser window with the URL www.creighton.edu/researchservices/rco/coi/coidisclosure/. The page header includes the Creighton University logo and "Research Services". A navigation menu contains links for Staff Directory, A-Z Index, Campus Map, CEmail, Donate Now, and Blueline. A search bar is located in the top right corner.

The main content area features a breadcrumb trail: Creighton University > Research Services > Research Compliance Office > Conflict of Interest > COI Disclosure. A sidebar titled "RESEARCH SERVICES" lists various office functions, with "COI Disclosure" highlighted.

The main form is titled "Disclosure of Financial Relationship for Sponsored Projects (08/24/2014-08/23/2015)". It includes a legend: "* denotes required field". The form fields are:

- NetID (if available): [text box]
- Name: [text box] *
- Department: [text box] *
- Email: [text box] *
- Phone: [text box]
- Date: Jun 24 2015 (dropdown menus)

Below the date field, there is a section titled "Please check the appropriate boxes (check all that apply):" with the following options:

- Creighton Faculty/Staff
- Graduate Student
- Undergrad Student
- Other
- Annual Disclosure
- Initial Disclosure
- Investigator
- Committee Member
- Co-Investigator
- PHS-funded
- Update

CREATING YOUR NEW CITI ACCOUNT

WWW.CITIPROGRAM.ORG

The screenshot shows the CITI Program website interface. At the top left, there is a language selector for 'USA - English' and a text size option 'A A'. On the right, there are links for 'Log In | Register | Help'. The main header features the 'CITI PROGRAM' logo and the text 'Collaborative Institutional Training Initiative at the University of Miami', along with a search bar labeled 'Search Knowledge Base'. Below the header is a navigation menu with links for 'Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us'. The main content area is split into two columns. The left column features a banner for the '4th World Conference On Research Integrity' with the subtitle 'Research Rewards and Integrity: Improving Systems to Promote Responsible Research' and dates 'May 31-June 3, 2015'. Below the banner is a photo of Rio de Janeiro, Brazil, and a text box stating 'Over 7.4 million CITI Program courses have been completed since 2000'. The right column contains a login form with fields for 'Username' and 'Password', a 'Log In' button, and a link for 'Forgot Username or Password?'. Below the login form is a section for 'Log in through my institution' with a 'Log in via SSO' button. At the bottom of the right column is a 'Create an account' section with a 'Register' button and a note: 'Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.' At the bottom left, there is a 'CITI Program Announcements' section with links to 'Visit CITI Program's Online Bookstore', 'New Export Compliance (EC) Course', 'New Institutional Conflicts of Interest (ICOI) Module', and 'New Disaster Planning for the Research Enterprise (DPRF) Course'. At the bottom right, there is a 'Help & Support' section with links for 'How do I register?', 'Merge duplicate accounts', and 'I forgot my Username or Password'.

- Create a NEW account with CITI.
- Log onto the CITI website by going to www.citiprogram.org.
- Click “[Register](#)” to go to the registration page. Only create a new account if this is the first time you will ever complete CITI course(s).



CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

[Can't find your institution? It may use Single Sign On. Check here.](#)

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

[Continue to Step 2](#) [Search Again](#)

Search for Creighton University to select your Organization Affiliation.

Continue to Step 2.

Personal Information

* indicates a required field.

| | |
|----------------------|------------------------|
| * First Name | * Last Name |
| <input type="text"/> | <input type="text"/> |
| * Email Address | * Verify email address |
| <input type="text"/> | <input type="text"/> |

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

| | |
|-------------------------|--------------------------------|
| Secondary email address | Verify secondary email address |
| <input type="text"/> | <input type="text"/> |

[Continue to Step 3](#)

You will enter your name and your primary email address. Please use your personal email address in this field so you will have access to your CITI account if you

A secondary email address is a good idea, but not required.

Continue to Step 3.

CITI - Learner Registration - Creighton University

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

[Continue to Step 4](#)

You will create your CITI username on this page, password and security questions and answer.

Continue to Step 4.

Steps: 1 2 3 **4** 5 6 7

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? [?](#)
Why does CITI Program use these categories? [?](#)

* indicates a required field.

* I identify my Gender as:

- Female
- Male
- Transgender or Other
- Prefer not to answer

* I identify my Ethnicity as:

- Hispanic or Latino [?](#)
- Not Hispanic or Latino
- Prefer not to answer

* I identify my Race as: (you may select more than one)

- American Indian or Alaska Native [?](#)
- Black or African American [?](#)
- Asian [?](#)
- Native Hawaiian or Other Pacific Islander [?](#)
- White [?](#)
- Prefer not to answer

[Continue to Step 5](#)

CITI asks gender/ethnicity/race questions. If you would prefer not to answer, select “Prefer not to answer”.

Continue to Step 5

Please provide the following information requested by Creighton University

* indicates a required field.

Language Preference

* Institutional email address

Please enter your Creighton University email address.

* Confirm Institutional email address

* Gender

* Highest degree

Employee Number

* Department

* What is your role in research?

Address Field 1

On this page CITI is asking for information about you. Please note that you are only required to complete the questions with the red (*) asterisk; the remaining are optional.

For the institutional email address, please use your personal email assigned to you by Creighton University or your employer.

TO SELECT THE CITI COURSES THAT YOU WILL NEED TO COMPLETE, PLEASE SELECT THE OPTIONS AS SHOWN BELOW

PROGRAM 1

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > Add Course/Update Learner Groups

Select Curriculum - Creighton University (311)

* indicates a required field.

* *PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.
Choose all that apply

- I will be involved in research with **human subjects (IRB)**.
- I am involved in clinical research and am listed on an FDA Form 1572, add the **Good Clinical Practice (GCP) Course** to my courses.
- I will be involved in research or teaching activities that utilize **live animal subjects (IACUC)**.
- I am involved in research (including **IRB, IACUC and/or IBC** projects), I am required to complete RCR training as a class assignment and/or I am listed on a **PHS** funded project, I need to complete a course in the **Responsible Conduct of Research (RCR)**.
- I am listed on an **IBC** project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more **Biosafety Courses**.
- I am listed on a **PHS** funded project or I have disclosed a potential conflict of interest on my financial conflict of interest disclosure; I need to complete the **Conflict of Interest Course (COI)**.

Next Start Over




Select Curriculum - Creighton University (311)

* indicates a required field.

You need to complete a Responsible Conduct of Research Course.


Choose one answer

- 
- I am participating in biomedical research and need the **Biomedical Responsible Conduct of Research Course**.
 - I am participating in social and behavioral research and need the **Social and Behavioral Responsible Conduct of Research Course**.
 - I am participating in work and/or research in one of the physical sciences and need the **Physical Sciences Responsible Conduct of Research Course**.
 - I am participating in research in one of the humanities and need the **Humanities Responsible Conduct of Research Course**.
 - I completed a **Responsible Conduct of Research** Basic course within the last three years through Creighton University. I need to RENEW my training by completing the **Responsible Conduct of Research** Refresh course.

[Next](#)

[Start Over](#)

YOU MUST SELECT THE BASIC BIOSAFETY COURSE
ADDITIONALLY, IF YOU WILL BE WORKING WITH BODILY FLUIDS AND/OR RESPONSIBLE FOR SHIPPING BIOHAZARDOUS
MATERIAL OR SELECT AGENTS, YOU MUST ALSO COMPLETE THE TRAINING FOR THOSE COURSES.



Collaborative Institutional Training Initiative
at the University of Miami

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [Add Course/Update Learner Groups](#)

Select Curriculum - Creighton University (311)

* indicates a required field.

I am required to complete a Biosafety Course(s) if...
Choose all that apply

- I am going to be working with or are working in an area where there are Bio-hazardous materials and I have never completed the **Biosafety Basic Course** (Initial training).
- I am going to be working with Bloodborne Pathogens; I am required to complete the **OSHA Bloodborne Pathogens Course**.
- I will be responsible for the shipping and/or transport of biological materials and/or dry ice; I am required to complete **Shipping and Transport of Regulated Material Course**.
- I will be working with Select Agents and/or will be involved with materials that could potentially pose a security risk; I am required to complete the **Select Agent, Biosecurity and Bioterrorism Course**.
- My initial Biosafety training has expired; I need to complete the **Biosafety Retraining Course**.





Main Menu

▼ Creighton University Courses

| Course | Status | Completion Report | Survey |
|--|-------------|-------------------|--------|
| Biomedical Responsible Conduct of Research Course | Not Started | Not Earned | |
| OSHA Bloodborne Pathogens | Not Started | Not Earned | |
| Training for Investigators, Staff and Students Handling Biohazards | Not Started | Not Earned | |



My Learner Tools for Creighton University

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

▶ [Click here to affiliate with another institution](#)

▶ [Affiliate as an Independent Learner](#)

THE COURSE NAME IS THE LINK TO THE COURSE.

IF YOU HAVE ANY QUESTIONS REGARDING
THE TRAINING REQUIREMENTS
PLEASE CONTACT

Research Compliance Education Coordinator
402-280-2680 (Office)

researchcomped@creighton.edu

