### **CITI COI Training Requirement**

<u>All externally funded investigators</u> must undergo conflict of interest training programs every four years.

WCU's training is offered through the CITI Program, which may be accessed at <a href="http://www.citiprogram.org/">http://www.citiprogram.org/</a>.

The following directions are listed below:

- Step 1. How to register, select WCU as an affiliate, and select the correct course
- Step 2. How to download a CITI course completion report

#### Step 1.

Once you have registered your account and affiliated it with Western Carolina University, you can begin to add courses to complete. If you are already registered, you can login to citiprogram.org and click the "My Courses" tab, select "Western Carolina University" from the Institutional Course list that results, and scroll to the bottom to click "Add a course."

Select your curriculum by answering the following questions:

Question 1. Select "No, I am not required to complete this course at this time."

# Question 1

#### **Human Subjects Research**

Provide a response to all questions.

Are you required to complete the CITI Course on the Protection of Human Research Subjects before beginning your research project?

This question is required. Choose all that apply.

	Yes, I conduct Social and Behavior Research with human subjects.
	Yes, I conduct Biomedical Research with human subjects.
	No, I am not required to complete this course at this time.

•	estion 2. Select "No, I am not a member of the WCU IRB."
	Question 2
Α	re you a member of the WCU IRB?
Tł	nis question is required. Choose one answer.
	Yes, I am a member of the WCU IRB
	No, I am not a member of the WCU IRB
Quε	estion 3. Select "No thank you, not at this time"
	Question 3
	Responsible Conduct of Research Course Enrollment
	Please select your RCR learner group below to be enrolled in RCR coursework.
	may leave this blank if this does not apply to you. This course is not required fo
	human subjects research.
	Social & Behavioral RCR
	No thank you, not at this time.
ue	estion 4. Select "Yes."
	——————————————————————————————————————
	Would you like to take the Conflict of Interest mini-course?
	Yes

Question 7. Select "Research does not require GCP module."

	Question 7
	Please select the Good Clinical Practice course that you will like to review.
	This question is required. Choose all that apply.
	Good Clinical Practice Course, US FDA Focus
	Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).
	Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)
	Research does not require GCP module.
	Question 8
An	
Do	imal Research
	imal Research you conduct research involving animals? Choose all that apply
	you conduct research involving animals? Choose all that apply
	you conduct research involving animals? Choose all that apply s question is required. Choose all that apply.

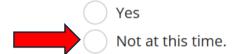
Question 9. Optional, you do not need to answer if it does not apply.

	Question 9
If yo	ou use animals in research, the following species-specific electives are available t
you	, choose all that apply.
	Wildlife Research
	I work with Mice. Family: Muridae Cricetidae
	I work with Frogs, Toads or other Amphibians
	I work with Rabbits, Family: Leporidae
	I work with Dogs
	I work with Fish.
	I work with Zebrafish: (Danio rerio)
	I work with Rats.
	I work with Reptiles.
uestion 1	10. Select "Not at this time."  Question 10
Would	l you like to take the Family Educational Rights and Privacy Act (FERPA) course?
Y	es
N	lot at this time.

Question 11. Select "Not at this time."

### Question 11

Are you conducting human subjects research FUNDED by NIH?



Question 12. Select "No."

COVID-19: Back to Campus access includes access to Remote Contact Tracing,
Participating in Vaccine Research, Insights for Higher Ed Leaders, What You
Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and
Healthcare.

This question is required. Choose one answer.



Question 13. Select "Not at this time."

## Question 13

### **Export Compliance**

If you would you like to register for the Export Compliance course, please select the appropriate option below.



Question 14. Skip question if you have not been asked to complete this training.

	——————————————————————————————————————
	Research Security
	Please select a Research Security from the options below:
	Undue Foreign Influence: Risks and Mitigations
	Research Security Training
	Research Security Advanced Refresher
When fir results.	nished, click "Submit." You will then be able to start your courses in the screen that
	Research Security
	Please select a Research Security from the options below:
	Undue Foreign Influence: Risks and Mitigations
	Research Security Training
	Research Security Advanced Refresher
	Submit

### Step 2.

### Instructions for returning to our queue

Once you have completed these trainings, please return the submission back to our queue using the following instructions: <a href="Mailto:COI\_InfoEd\_Responding">COI\_InfoEd\_Responding to Additional Information Needed.pdf</a> (wcu.edu)