CITI COI Training Requirement

All externally funded investigators must undergo conflict of interest training programs every four years.

WCU's training is offered through the CITI Program, which may be accessed at http://www.citiprogram.org/.

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.

Question 2. Select "No, I am not a member of the WCU IRB."

Question 2

Are you a member of the WCU IRB?

This 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

Question 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. You may leave this blank if this does not apply to you. This course is not required for human subjects research.

○ Social & Behavioral RCR

○ No thank you, not at this time.

Question 4. Select "Yes."

Question 4

Would you like to take the Conflict of Interest mini-course?

○ Yes

○ No

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. Select "No, I do not use animals."

Question 8

Animal Research

Do you conduct research involving animals? Choose all that apply

This question is required. Choose all that apply.

- [ ] Yes, I use animals in my research.
- [ ] No, I do not use animals.
- [ ] I am a member of WCU IACUC (choose this only if you are an active committee member) .

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

Question 9

If you use animals in research, the following species-specific electives are available to 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.

Question 10. Select "Not at this time."

Question 10

Would you like to take the Family Educational Rights and Privacy Act (FERPA) course?

- ○ Yes
- ○ Not at this time.

Question 11. Select "Not at this time."

Question 11

Are you conducting human subjects research FUNDED by NIH?

○ Yes

○ Not at this time.

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.

○ Yes

○ No

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.

○ Export Controls

○ Not at this time.

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

Question 14

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 finished, click "Submit." You will then be able to start your courses in the screen that results.

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: **COI_InfoEd_Responding_to_Additional_Information_Needed.pdf (wcu.edu)**