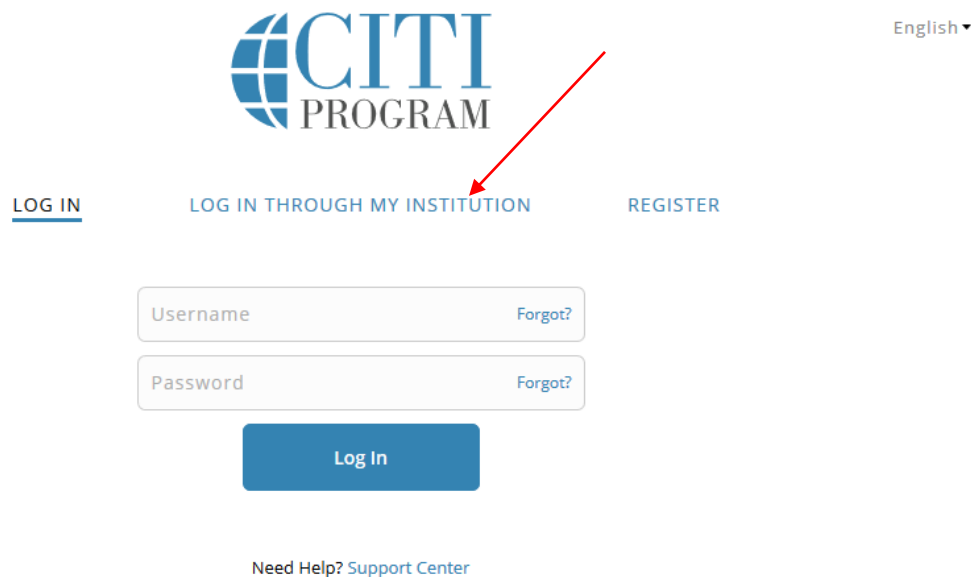## CITI Program Training

(Note: Before getting started on CITI training, investigators are encouraged to review the CPHS Training Policy at https://cphs.berkeley.edu/policies_procedures/ga102.pdf.)

1) Go to https://www.citiprogram.org. Click on "Log In."

2) Select "Log In Through my Institution" (or "Log In" if an account has already been created).

3) Select University of California, Berkeley from the list of organizations.

4) Enter your CalNet ID and password (you will be prompted to enter this information after you select University of California, Berkeley from the list of organizations).

5) Click on University of California, Berkeley Courses.

6) Click "Add a Course."

7) Complete enrollment questions 1-6. Then click Submit:

Question 1

Will you be engaged in human subjects research?

☐ Not involved in human subjects research.
If yes, select the group(s) appropriate to your research activities. Check all that apply.

☑ **Group 1: Biomedical Research Investigators**

☑ **Group 2: Social and Behavioral Research Investigators**

☐ Group 3: OPHS Staff *(only)*

☐ Essentials of Human Subjects Research

☐ Group 4: CPHS (IRB) Members *(only)*
French and Spanish language courses:

☐ Social-Behavioral-Educational Research *(in French)*

☐ Biomedical Research *(in Spanish)*

☐ Social-Behavioral-Educational Research *(in Spanish)*

Question 1: Select the course most germane to your research. Either Group 1, Biomedical or Group 2, Social Behavioral is required when applying for CPHS review. "Essentials of Human Subjects Research" is an optional course that will not fulfill CPHS's training requirement.

Question 2

Will you be using vertebrate animals in research or teaching?

☑ **Not using animals in research or teaching.**
***If yes**, select the group(s) appropriate to your research activities. Check all that apply.*

☐ Group 1: Principal Investigators and all research or lab team members (i.e. *All Animal Users*)

☐ Group 2: ACUC Members *(only)*

☐ Group 3: ACUC Community Members *(only)*

☐ Group 4: OACU Staff *(only)*
The following species specific modules are highly recommended to supplement basic training. Choose the appropriate electives depending on your work or interests.

Question 3

Are you supported by NSF, USDA/NFIA or NIH Funding?

☐ Not supported by any of these funding agencies.

☐ No, but I am a Research Administrator at UC Berkeley *(optional course for staff only)*.
If yes, see the UCB Instructions for more detail about who must take Responsible Conduct of Research (RCR) training. Then, if training is required please select the discipline modules most appropriate to your research activities. Check all that apply.

☐ Biomedical Responsible Conduct of Research Course

☐ Responsible Conduct of Research for Engineers

☐ Humanities Responsible Conduct of Research Course

☐ Physical Science Responsible Conduct of Research Course

☐ Social and Behavioral Responsible Conduct of Research Course

Question 3: Responsible Conduct of Research (RCR) is required ONLY if you have National Science Foundation (NSF) funding for your research or for certain NIH training grants. See http://rac.berkeley.edu/rcr.html for additional information. CPHS does *not* review RCR training completion reports as part of the eProtocol application.

Question 4

Would you like to take the Conflicts of Interest course?

○ Yes
○ No

Question 4: This course is optional. If you have a potential conflict of interest, contact researchcoi@berkeley.edu for further guidance.

Question 5

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

- ○ Group 1: Clinical Trials - FDA Focus - Investigators and/or Team Members
- ○ Group 2: Clinical Trials - ICH Focus - Investigators and/or Team Members
- ○ Group 3: Clinical Investigations of Devices - Investigators and/or Team Members
- ○ GCP – Social and Behavioral Research Best Practices for Clinical Research
- ○ Not at this time.

Question 5: GCP training is only required for research involving NIH-funded clinical trials or, in certain circumstances, FDA-regulated research.

Question 6

COVID-19: Back to Campus (2020-2021), Remote Contact Tracing, Participating in Vaccine Research & Insights for Higher Ed Leaders

I wish to access the course *COVID-19: Back to Campus (2020-2021)* and acknowledge that I have read and understood the statement below:

This course's materials were developed or reviewed by medical, research, and environmental health and safety professionals in coordination with the Association of American Medical Colleges (AAMC) in an effort to help researchers, students, and administrative staff, manage the risks associated with COVID-19 as they return to campus. Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. The materials are presented by the CITI Program for dissemination of information to members of the AAMC as well as other institutions. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. This information must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy.

NOTE: Access to this course will terminate on 1 March 2021.

COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research & Insights for Higher Ed Leaders. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

This question is required. Choose one answer.

○ Yes
○ No

Question 6: This course is optional.

Question 7

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 7: This course is optional. If you have questions about export controls, contact ec-team@berkeley.edu.

Question 8

Would you like to take the Stem Cell Research Oversight Course?

○ **Stem Cell Research Oversight**
○ **Not at this time.**

Question 8: This course is optional. See Stem Cell Research for additional information.

8) Click on the appropriate course (most germane to your research) to start your training. E.g.:

Main Menu

✓ Your request has been successfully submitted.

▼ University of California, Berkeley Courses

ⓘ Course	ⓘ Status	ⓘ Completion Report	ⓘ Survey
Group 1 Biomedical Research Investigators ←	Not Started	Not Earned	
Group 2 Social and Behavioral Research Investigators ←	Not Started	Not Earned	

9) When you've completed the required coursework, save a PDF copy of your CITI Completion Report.