

## REQUIRED RESEARCH TRAINING AT UAH INSTRUCTIONS for USING CITI ONLINE

**Annual Financial Disclosure** and **Conflicts of Interest** : Office of Counsel-Mike Huff, University Counsel  
Access training via the Research Investigator Portal: <https://my.uah.edu/>

- All Investigators engaged in research must complete the **Annual Financial Disclosure**. The FCOI regulation 42 CFR Part 50.603, defines “Investigator” as the “project director or principal Investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by the PHS, or proposed for such funding, which may include, for example, collaborators or consultants.”
  
- All researchers engaged in research are required to complete the CITI training for **Conflicts of Interest (COI)**. In addition, a UAH Compliance Officer may require individuals to complete this course on a case-by-case basis. Individual training requirements may be based on the nature of an existing conflict; non-compliance with UAH’s Conflict of Interest Policy; or non-compliance with a Conflict of Interest management plan. COI training certificate will be valid for four (4) years.

**Care and Use of Animals** : IACUC Committee—Dr. Roy Magnuson, Chair

All UAH faculty/ personnel members, postdoctoral scholars, graduate and undergraduate students involved in animal care, use or treatment must complete the CITI training in the care and use of animals prior to Institutional Animal Care and Use Committee (IACUC) approval of their protocol. Certificate of completion of the basic course is valid for three (3) years.

**Environmental Health & Safety**: Office of Environmental Health & Safety—Kristy Olive, Director  
Training requirements provided on an “as needed” basis by the OEHS Committee

All UAH faculty/ personnel members involved in research are responsible for the intellectual direction of research and for ensuring that students are educated and trained on the use of labs and hazardous chemicals/ materials.

**Export Compliance (EC)**: Office of Research Security—Denise Spiller, Security Administrator

All UAH faculty/ personnel members, postdoctoral scholars, graduate and undergraduate students involved in research are required to complete the CITI training in Export Compliance annually.

**Human Subjects Research**: IRB Committee- Dr. Ann Bianchi, Chair

All UAH faculty/ personnel members, postdoctoral scholars, graduate and undergraduate students involved in human subjects research as key personnel must complete the Basic Course in CITI prior to Institutional Review Board (IRB) approval of their protocol. Key personnel are defined as the Principal Investigator, co-investigators and research personnel who interact directly with human subjects or who have access to private information related to human subjects during the course of a research project. Key personnel also include faculty sponsors /advisors who provide direct oversight of research with human subjects or research using private information about human subjects. Certificate of completion of the basic course is valid for three (3) years.

**Responsible Conduct of Research (RCR)** : Office of Sponsored Programs—Gloria Greene, Director

All UAH faculty/ personnel members, postdoctoral scholars, graduate and undergraduate students involved in research are required to complete the CITI RCR training within ninety (90) days of initiating their research. RCR training certificates will be valid for four (4) years.

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**Please follow the steps outlined below to complete your training:**

1. Log-in (or register if you are a first-time user) from [OSP's RCR Training page](#) or directly at [CITI Online](#). Note: Your UAH Single Sign-On (SSO) credentials will be used when logging in from the UAH website. A different CITI log-in will be created once registration is completed.
  
2. Click on "View Courses"
  
3. Click on "Add a course"
  
4. Select the Modules/ Curriculum which you would like to complete:
  - *Care & Use of Animals*
  
  - *Conflicts of Interest*
  
  - *Export Compliance*
  
  - *Human Subjects Research (IRB Chair & Admin. req. additional sessions)*
  
  - *Responsible Conduct of Research (avail. as Initial, Refresher, or Undergrad)*
  
  - *Biosafety/ Biosecurity*
  
5. Select the Learner Group that best fits your position at UAH and your role in research.
  
6. Complete the required modules
  
7. Complete any optional modules that may be of interest to you

### **CONTINUING EDUCATION CREDIT: CMEs and OTHER CEUs**

Many of CITI Program's modules are approved for Continuing Education Unit (CEU) credit. This includes Continuing Medical Education credit (CMEs, specifically AMA PRA Category 1 TM), as well as credit for physicians, psychologists, nurses, social workers, and other professions. See the CITI Program content catalogs for availability or visit the CE Information page.