

Steps to Register for IACUC CITI Program Training

- Go to www.citiprogram.org
 - Click on the “Register” tab.
 - **Step 1** - Select your organization affiliation –“Monmouth University, West Long Branch”.
 - a. Check box to “Agree to Terms of Service and Privacy Policy”.
 - b. Check box to affirm “You are an Affiliate of Monmouth University, West Long Branch”.
 - c. Click “Continue to create your CITI user name and password”.
 - **Step 2** - Enter your personal information.
 - Continue to **Step 3** - Create a user name and password.
 - Continue to **Step 4** - Enter country of residence, answer questions whether CITI can contact you about other services and trainings.
 - **Step 5** - Answer whether or not you would like to receive continuing education credits (CEU) for completed trainings.
 - **Step 6** - Enter your Monmouth.edu email.
 - Enter your role in research (IACUC member, Chair, Principal Investigator, etc.). Select – Student Researcher – Undergraduate Level.
 - **Step 7** - Answer the questions:
 - **Question 1** - Human Subjects Research –Social and Behavioral Investigator or IRB Member - select “not at this time”.
 - **Question 2** - Institutional Official and Chair - **Do not select.**
 - **Question 3** - Good Clinical Practice (GCP)-Social and Behavioral Best Practices for Clinical Research - select yes if relevant to PI’s/Professor’s research, or required for coursework. **If not**, select “not at this time.”
 - **Question 4** - Information Privacy Security- select “yes” only if relevant to PI’s/Professor’s research, or required for coursework. **If not**, select “I am not required to complete the IPS course at this time”.
 - **Question 5** - Responsible Conduct of Research-Social and Behavioral RCR- select “yes” only if relevant to PI’s/Professor’s research, or is required for coursework. **If not**, select “not at this time.”
 - **For Dr. Phifer-Rixey:** Check box to select “Biomedical Responsible Conduct of Research”.
 - **Question 6** - Conflict of Interest Course- select “yes” only if receiving federal funding for your research.
 - **Question 7** - Lab Animal Research – **Required** - select **“Working with the IACUC Course”**.
- Below please find the REQUIRED species specific electives that must be completed under the Principal Investigator you will be working with:

Principal Investigator (P.I.)	Required Courses (Please complete the following species specific electives):
Dr. Dunton	Working with the IACUC, I work with Fish

Dr. Mehrkam	Working with the IACUC Course, I work with Cats, I work with Dogs, I work with Fish, I work with Wildlife
Dr. Sean Sterrett	Working with the IACUC Course, I work with Frogs, Toads or other Amphibians and Wildlife Research
Dr. Phifer-Rixey	Working with the IACUC Course, I work with Mice. Family: Muridae Cricetidae.

- **Question 8** - Public Health Research - select “yes” only if relevant to your research, or required for coursework. **If not**, select “not at this time.”
- **Question 9** – COVID Back to Campus (2020-2023) – **Answer is required, but this is NOT A REQUIRED Course.**

- Click “Submit”.
- After you are registered, make sure you complete all of the required courses and electives.