

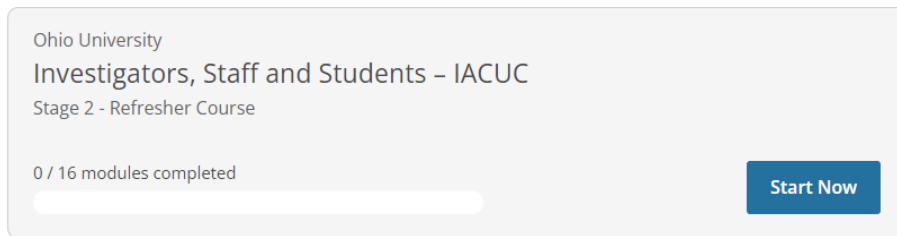
Animal Subjects Research Training Guide:

All investigators and advisors involved in animal subject research are required to complete at minimum the “Working with the IACUC” training module. Additional elective training courses are available for a variety of common study species, as well as coursework for practices to minimize pain and distress, and training for aseptic surgeries. Consult with your research team to determine if you need to complete any of the additional elective courses.

If you have any further questions regarding training requirements, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).

1. Overview of Animal Subjects Research Training Courses:

- During CITI registration, you selected “Animal Subjects Training (required for IACUC submission)”.
 - **NOTE:** Need to register with CITI? Follow the link to our Training Page and select **CITI- Getting Started Guide**
<https://www.ohio.edu/research/compliance/training>
- The animal subjects training course will appear in CITI program as “**Investigators, Staff and Students-IACUC**” (pictured below).



- Note, the required training module for IACUC protocol submission is “**Working with the IACUC**”, and this module is located in the “Investigators, Staff and Students” course.

Modules

Working with the IACUC: Introduction (ID 17660)

- **NOTE:** If you need to add “**Investigators. Staff and Students**” to your CITI curriculum, while under the “**My Courses**” tab select “**View Courses**”. *Please skip this step and proceed to Step 2. “Starting Coursework” if you have already added the course during new user registration.*

The screenshot shows the CITI PROGRAM user interface. At the top, there is a navigation bar with the following items: **My Courses**, **My Records**, **My CE/CMEs**, **Support**, and **Admin**. On the right side of the navigation bar, there is a search icon and a language dropdown menu set to **English**. Below the navigation bar is a blue banner with the text **Welcome, Whitney**. Underneath the banner, there are two links: **Add Institutional Affiliation** and **Register as Independent Learner**. To the right of the banner, there are two circular statistics: **3 Courses Completed** and **3 Months of Membership**. Below the banner is a section titled **Institutional Courses**. This section contains a paragraph explaining that institutional courses are available to learners who have an affiliation with one or more subscribing institutions. It also provides links for **add an affiliation** and **remove an affiliation**. Below this text, there is a list of institutions. The first entry is **Ohio University**, which has a **View Courses** button next to it. Below the list, there are two buttons: **Add Affiliation** and **Remove Affiliation**.

- Next, scroll to the bottom of the page until you see “**Learner Tools for Ohio University.**”
 - Select “**Add a Course**”.

Learner Tools for Ohio University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

- Check the box that says, “**Animal training (required for IACUC submission)**”, and then press “**Next**”.

Select Curriculum

Ohio University

Question 1

At this time, I wish to take:

This question is required. Choose all that apply.

- Human Subjects training (required for IRB submission)
- Animal training (required for IACUC submission)**
- Responsible Conduct of Research training (only required for some federally funded research, eg. NSF. Consult with Compliance Office if needed.)
- Conflict of Interest training
- Good Clinical Practice course
- Faculty, Administrators and Students (IPS)
- Community-Engagement Learning
- Export Compliance

Start Over

Next

Question 6

Do you conduct projects that use animals? If yes, you must complete animal use training.

- If you have not previously completed CITI animal use training and use animals in scientific projects and/or teaching choose the "Working with the IACUC" course
- If you ONLY use purchased antibodies and do not use live animals choose the "Purchased Antibody training" course
- If you ONLY use animals in non-scientific projects (for films, media, etc.) choose the "Non-Scientific Projects" training course
- Choose the additional elective modules applicable to the species you work with according to your interests.
- If you have previously completed CITI animal use training choose the "refresher course"
- If you are an IACUC member choose the "Essentials for IACUC members" course

This question is required. Choose all that apply.

- Refresher Course
- Working with the IACUC Course
- Essentials for IACUC Members course
- Purchased Antibody training
- Non-scientific projects (film, media, etc.)
Choose the appropriate electives specific to your procedures and/or species depending on your work or interests.

- You may also select from the elective modules for animal subjects' research. Please consult with your research team to determine if any of the elective modules are needed for your participation or to fulfill a training requirement. Check any that apply.

If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

Species Specific Modules

I work with Frogs, Toads or other Amphibians

I work with Mice. Family: Muridae Cricetidae

I work with Rats. Genus: Rattus

I work with Hamsters. Family: Muridae

I work with Gerbils

I work with Guinea Pigs

I work with Rabbits, Family: Leporidae

I work with Cats

I work with Dogs

I work with Swine

I work with Non-Human Primates (NHP)

I work with Fish

I work with Zebrafish

I work with Horses

Wildlife Research

[Start Over](#)

[Next](#)

- Once you are satisfied with your course selections, press **“Next”**.
- You will then receive a message saying, **“You are now enrolled in the course(es) you have selected”**. You can now begin the coursework.

✔ You are now enrolled in the course(s) you selected.

Show Courses for:

Ohio University

2. Starting Coursework:

- While on the “My Courses” tab select “View Courses” (highlighted in red) to see all your added courses.

English ▾

CITI PROGRAM My Courses My Records My CE/CMEs Support Admin

Search [Redacted]

Welcome, Whitney
[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

3 Courses Completed 3 Months of Membership

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Ohio University	<input type="button" value="View Courses"/>
Would you like to affiliate with another Institution?	<input type="button" value="Add Affiliation"/>
Would you like to remove an existing affiliation?	<input type="button" value="Remove Affiliation"/>

- When prompted, please read, and agree to the terms and conditions outlined in the CITI Assurance Statement.
 - Check the “**AGREE**” box below, and then press “**Submit.**”
 - After pressing submit, you will be automatically directed to your Active course list.

Assurance Statement

Investigators, Staff and Students - Refresher Course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

3. Active Courses:

- Below your “**Courses Ready to Begin**” and/or “**Active Courses**” list you will see each course you for which you are actively enrolled. As each module is completed the completion bar fills in orange to show your progress.
- Select “**Start Now**” to see each module within the course group.

- **NOTE:** If you have previously started taking the course, the “**Start Now**” button will be replaced by “**Continue Course**”. Select “Continue Course” to continue your progress.

Ohio University
 Investigators, Staff and Students – IACUC
 Stage 2 - Refresher Course

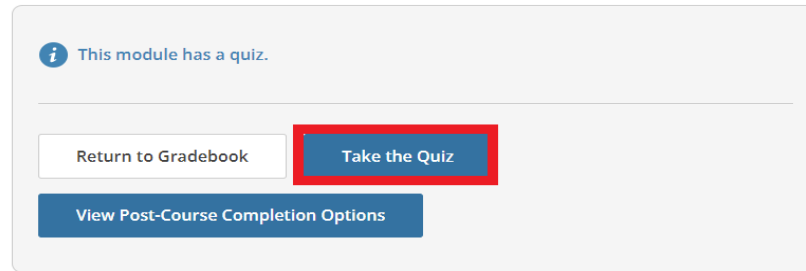
0 / 16 modules completed

Start Now

- For each course group you will see a list of Required Modules.
- Incomplete modules are marked as “Incomplete”, select “**Start**” to begin.

Modules	Completed	Score	
Working with the IACUC: Introduction (ID 17660)	Incomplete	-	Start
About the IACUC (ID 17661)	24-Jun-2021	100%	Review
Federal Laws, Policies, and Guidelines (ID 17662)	21-Jun-2021	100%	Review
Planning Research and Completing the Protocol Form (ID 17663)	24-Jun-2021	100%	Review
Procedures: Surgery, Antibody Production, and Blood Collection (ID 17664)	24-Jun-2021	100%	Review
Personnel and Their Welfare (ID 17665)	24-Jun-2021	100%	Review
Making Changes to an Approved Animal Use Protocol (ID 17667)	25-Jun-2021	100%	Review
Reporting Animal Use Concerns (ID 17668)	25-Jun-2021	67%	Review

- Once you reach the end of a module, at the bottom of the page, you will see if the module has a quiz.
 - Select “**Take the Quiz**”.



- A passing score of 80% or above is needed to receive credit for the quiz. After taking the quiz you will be shown which questions you answered correctly and incorrectly. Quizzes can be repeated to earn a higher score.

4. Locating and Printing your Training Completion Report

- While under the “**My Records**” tab at the top ribbon of the screen, scroll down the page until you identify the course you need to provide a training completion report for.

Records

Ohio University (ID 533)

Show Records for: Ohio University Show All

Ohio University Records (ID 533)

Working with the IACUC - Investigators, Staff and Students (ID 26870)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	43224478	80%	97%	21-Jun-2021	25-Jun-2021	24-Jun-2024	View	View-Print-Share
Refresher Course	46127853	-	-	Due Now	-	-	View	-

Human Research - Group 2.Social and Behavioral Investigators and Key Personnel. (ID 1685)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	44887840	80%	100%	13-Sep-2021	Due Now	-	View	-

- Select **“View/Print-Share”** under the **“Completion Record”** column on the far right.

Ohio University
ID 533

Investigators, Staff and Students

Name	Stage	Completion Date	Expiration Date	Record ID
Whitney Dutcher	1 - Basic Course	25-Jun-2021	24-Jun-2024	43224478

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)
[Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)
[Copy Link](#)

Add to LinkedIn

- Next, select “**View/Print**”, under “Completion Report”.
- Note, do not select “Completion Certificate”. Certificates cannot be accepted in the LEO system as proof of training.
- Pictured below is an example of what your CITI training completion report will look like.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COMPLETION REPORT - PART 1 OF 2
COURSEWORK REQUIREMENTS*

* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

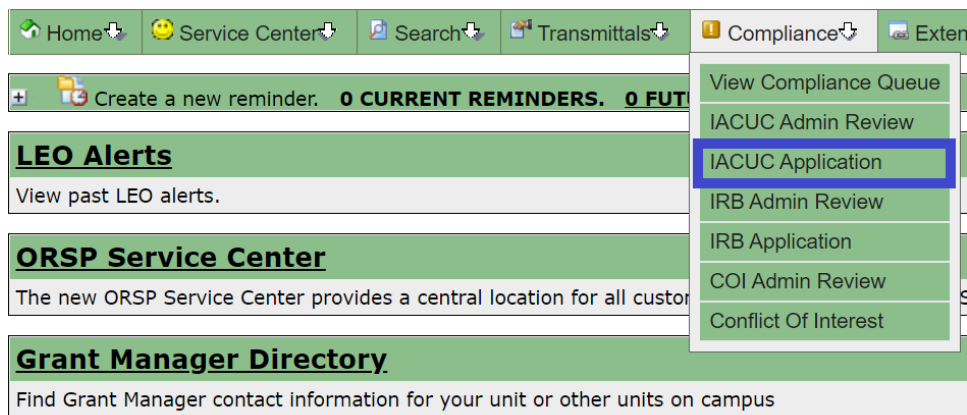
- Name: [REDACTED]
- Institution Affiliation: Ohio University (ID: 533)
- Institution Email: [REDACTED]
- Institution Unit: Biological Sciences
- Phone: [REDACTED]
- Curriculum Group: Working with the IACUC
- Course Learner Group: Investigators, Staff and Students
- Stage: Stage 3 - Refresher Course
- Record ID: 43513968
- Completion Date: 13-Sep-2021
- Expiration Date: 12-Sep-2024
- Minimum Passing: 80
- Reported Score*: 100

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Introduction to the Working with the IACUC – Refresher Course (ID: 13780)	13-Sep-2021	1/1 (100%)
Federal Laws, Regulations, and Guidelines (ID: 13781)	13-Sep-2021	2/2 (100%)
IACUC Responsibilities (ID: 13782)	13-Sep-2021	3/3 (100%)
Justifying Animal Use (ID: 13783)	13-Sep-2021	2/2 (100%)
Considering Alternatives (ID: 13784)	13-Sep-2021	1/1 (100%)
Duplication (ID: 13785)	13-Sep-2021	1/1 (100%)
Training (ID: 13786)	13-Sep-2021	1/1 (100%)
Housing and Husbandry (ID: 13787)	13-Sep-2021	1/1 (100%)
Minimizing Pain, Discomfort, and Distress (ID: 13788)	13-Sep-2021	1/1 (100%)
Surgery (ID: 13789)	13-Sep-2021	3/3 (100%)
Post-procedure Monitoring and Care (ID: 13790)	13-Sep-2021	2/2 (100%)
Endpoints (ID: 13791)	13-Sep-2021	1/1 (100%)
Euthanasia (ID: 13792)	13-Sep-2021	1/1 (100%)

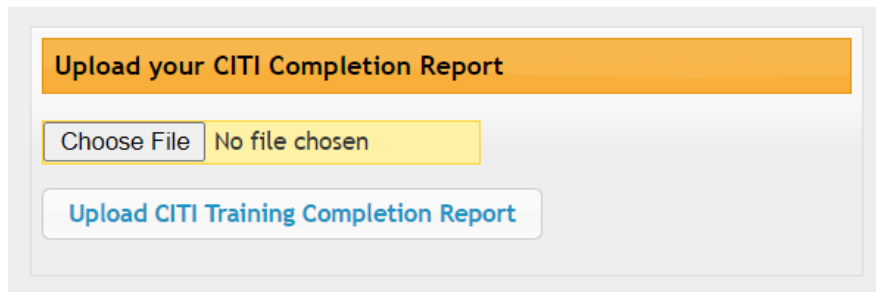
5. Uploading Animal Subjects Completion Report to LEO:

- Step # 1: Login to LEO**
<https://leo.research.ohio.edu/secure/leo/core/home.leo>
- Step # 2: Locate the “Compliance” tab**
- Step # 3: Select “IACUC Application” (highlighted in blue below):**

- **NOTE:** The following training reports can be uploaded to the “**IACUC Application**”
 - **Working with the IACUC**
 - **Working with the IACUC Refresher Course**



- After selecting the correct application (IACUC Application), locate the “**Upload your CITI Completion Report**” box.
- Select “**Choose File**” and browse your computer for the CITI training completion report PDF that you previously downloaded.
- Select “Upload CITI Training Completion Report” to upload the chosen file.



6. Thank You! You have successfully uploaded your training report to the LEO System!

- Once your completion report has been successfully uploaded into the LEO system, it will be reviewed by the Office of Research Compliance staff to ensure that it meets the training requirements.
- **NOTE:** If you receive a LEO email notification requesting that you upload another training report, please carefully read the email for further instruction.
- If you encounter any questions or issues registering or using CITI Program, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).