Lifespan

Instructions for Lifespan's Research Training Courses

All research personnel are required to complete this training prior to conducting research. Please ask the PI or your direct supervisor to select which courses are required from the table below.

Go to: http://www.citiprogram.org

Create an account:
1. Click Register
2. Under Select Your Organization Affiliation, enter "Lifespan Corporation" and complete the registration steps.
   NOTE: You do not have to use a Lifespan email address to affiliate with our training courses.
3. Refer to the table below to select your curriculum

Already have an account? You will need to add Lifespan to your account:
1. Log in to your existing CITI account
2. Go to Affiliate with Another Institution, enter "Lifespan Corporation" and complete the registration steps.
3. Refer to the table below to select your curriculum

Select courses:
1. Under Lifespan Corporation Courses, click on Add a course
2. Refer to the table below to select your curriculum

Complete the required courses:
1. To begin the course, click on the course title from the MAIN MENU
2. Click on Complete the Integrity Assurance Statement before beginning the course

Provide documentation:
1. Select View-Print-Share Completion Record from the MAIN MENU
2. Send a copy of your completion certificates to your supervisor

	Check if required:	Course:	Required for:	Frequency:
Select Curriculum - Lifespan Corporation (ID: 628)				
Q1	☐	Basic Human Subjects Protection (HSP) - includes HIPAA	Anyone who will work on a human subjects research project	Due once prior to conducting any research activity
	☐	HSP for IRB members	Lifespan IRB members, RPO coordinators, RPO administrators	Due once prior to conducting any research activity
	☐	Recombinant DNA and Biosafety	Anyone who will work with recombinant or synthetic nucleic acid materials	Due once prior to conducting any research activity
Q2	☐	HIPAA Annual Renewal	Anyone who will work on a human subjects research project	Due annually; Note: HIPAA is included in the HSP course; therefore, you can skip this course during the years when HSP is completed.
Q3	☐	Refresher/Re-certification in Human Subject Protection (HSP) - includes HIPAA	Anyone working on a human subjects research project	Due every 3 years from when you completed the first HSP course
Q4	☐	Good Clinical Practice (GCP)	NIH-funded clinical trial personnel who will be engaged in the conduct, oversight, or management of clinical trials *Anyone who will be involved with recruitment, consent, data collection from research subjects, and data management is encouraged to complete this course*	Due once prior to conducting any research activity
Q5	☐	Refresher in Good Clinical Practice (GCP)	NIH-funded clinical trial personnel engaged in the conduct, oversight, or management of clinical trials *Anyone involved with recruitment, consent, data collection from research subjects, and data management is encouraged to complete this course*	Due every 3 years from when you completed the first GCP course
Q6	☐	Working with the IACUC	Anyone who will work on an animal research project	Due once prior to conducting any research activity
	☐	Essentials for IACUC Members	Lifespan IACUC members, IACUC coordinators, IACUC administrators	Due once prior to conducting any research activity
	☐	Annual Rodent	Anyone who will work on an animal research project with rodents	Due prior to conducting any research activity and again annually
	☐	Annual Large Animal	Anyone who will work on an animal research project with large animals	Due prior to conducting any research activity and again annually
Q7	Animal-specific courses: ☐ Mice ☐ Guinea Pigs ☐ Rats ☐ Rabbits ☐ Swine ☐ Zebrafish ☐ Cats ☐ Post-Care of Mice and Rats		Optional	Optional and renewal is not required
Q8	☐	Responsible Conduct of Research	Optional	Optional and renewal is not required
Q9	☐	Conflicts of Interest	PI's and any other person who is responsible for the design, conduct or reporting of research (e.g. Co-Investigators and other senior/key personnel)	Due immediately and again every 4 years
Q10	☐	Empty course		
Q11	☐	Clinical Trial Billing Compliance (CTBC)	Optional	Optional and renewal is not required

Acknowledgement: This document was created by the Department of Emergency Medicine Research Administrator.