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Step by Step Instructions for New User

Register

1. Create an account by clicking on the Register box
2. Select Your Organization Affiliation by typing in California State University, Bakersfield
3. Continue to Step 2
4. Personal Information
5. Continue to Step 3
6. Create Username and Password
7. Continue to Step 4
8. Questions asked about Gender, Ethnicity and Race
9. Continue to Step 5
10. Continuing Education Unit Credit section (usually not necessary, you may skip or **select no**)
11. Continue to Step 6
12. Information for CSUB
13. Continue to Step 7
14. Select Curriculum (**see screen shot details below**)
15. Complete the registration
16. Finalize registration
17. Click on California State University, Bakersfield Courses Link
18. Click on the course you wish to take
19. Assurance Statement
20. Click Submit
21. Start the Modules [If a student, complete the modules as directed by your supervisor (the PI, Principal Investigator or PD, Program Director)]

Please Note: During this process, if you are asked to participate in a survey or if you would like to receive marketing materials-select **NO**, this is **not required** for IRB or IACUC Protocol purposes.

For questions and/or assistance, contact:

Gwen Parnell, Research
Compliance Analyst

Grants, Research, and Sponsored
Programs
California State University,
Bakersfield
(661) 654-6712
gparnell@csub.edu

[Scroll down for instructions with screen shots]

[Instructions with Screen Shots for the CITI-HSR-SBE \(Social, Behavioral, Educational Research\) Curriculum for Students:](#)

On the Main Menu--Select Curriculum page:

[On Question 1](#)

Human Subjects Research-

Select only one-

- “Students Conducting No More Than Minimal Risk Research”

[On Question 2](#)

Institutional...

Leave it blank

[On Question 3](#)

Laboratory Animal Welfare

Leave it blank

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Students conducting no more than minimal risk research**
- Not at this time.**

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Question 4

Responsible Conduct of Research

Leave Blank unless working on a NIH, NSF, or USDA-NIFA grant

Question 5

Conflicts of Interest

Choose “No”

Question 6

Good Clinical Practice (GCP)

Choose “Not at this time”

Question 7

Information Privacy Security

Choose “I am not required to complete the IPS course at this time”

Hit Submit Button

[See next page for instructions for the *PI/Researchers* Learner Group]

[Instructions with Screen Shots for the CITI-HSR-SBE \(Social, Behavioral, Educational Research\) Curriculum for PI/Researchers:](#)

On the Main Menu--Select Curriculum page:

[On Question 1](#)

Human Subjects Research-

Select only one-

“Social & Behavioral Research Investigators”

[On Question 2](#)

Institutional...

Leave it blank

[On Question 3](#)

Laboratory Animal Welfare

Leave it blank

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Students conducting no more than minimal risk research**
- Not at this time.**

[scroll down, continued on next page]

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Research Ethics Training Program
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Question 4

Responsible Conduct of Research

Leave Blank *unless* you are working on a NIH, NSF, or USDA-NIFA grant

Question 5

Conflicts of Interest

Choose “No”

Question 6

Good Clinical Practice (GCP)

Choose “Not at this time”

Question 7

Information Privacy Security

Choose “I am not required to complete the IPS course at this time”

Hit Submit Button

[Scroll down for the *Animal Care & Use* Curriculum instructions]

[Instructions with Screen Shots for the CITI-ACU \(Animal Care & Use\) Curriculum for Researchers & Primary Investigators:](#)

On the Main Menu--Select Curriculum page:

[On Question 1](#)

Human Subjects Research-select "Not at this time"

[On Question 2](#)

Institutional...

Leave it blank

[On Question 3](#)

Laboratory Animal Welfare

Select only one

"Researchers & Primary Investigators"

[scroll down, continued on next page]

Question 3

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

Researchers & Primary Investigators

Research Administrators and Staff

IACUC Community Member

IACUC Members and IACUC Staff

Research Assistants, Student Assistants/Students Working with Animals

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& also select the Species Specific Electives
(ask your instructor if you are not sure)

Question 4

Responsible Conduct of Research

Leave Blank unless working on a NIH, NSF, or USDA-NIFA grant

Question 5

Conflicts of Interest

Choose “No”

Question 6

Good Clinical Practice (GCP)

Choose “Not at this time”

Question 7

Information Privacy Security

Choose “I am not required to complete the IPS course at this time”

Hit Submit Button

[See next page for instructions for the *Student Learner* group]

Choose the appropriate species specific electives depending on your work or interests.

- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Frogs, Toads or other Amphibians
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Swine
- I work with Dogs
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Non-Human Primates (NHP)
- Working With Ferrets in Research Settings
- I work with Cattle
- I work with Fish
- I work with Horses
- I work with Reptiles
- I work with Sheep and Goats
- I work with Zebrafish (Danio rerio)

[Instructions with Screen Shots for the CITI-ACU \(Animal Care & Use\) Curriculum for Students:](#)

On the Main Menu--Select Curriculum page:

[On Question 1](#)

Human Subjects Research-select "Not at this time"

[On Question 2](#)

Institutional...

Leave it blank

[On Question 3](#)

Laboratory Animal Welfare

Select only one

"Research Assistants, Student Assistants/Students Working with Animals"

[scroll down, continued on next page]

Question 3

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- Researchers & Primary Investigators
- Research Administrators and Staff
- IACUC Community Member
- IACUC Members and IACUC Staff
- Research Assistants, Student Assistants/Students Working with Animals

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& also select the Species Specific Electives
(ask your instructor if you are not sure)

Question 4

Responsible Conduct of Research

Leave Blank *unless* you are working on a NIH, NSF, or USDA-NIFA grant

Question 5

Conflicts of Interest

Choose “No”

Question 6

Good Clinical Practice (GCP)

Choose “Not at this time”

Question 7

Information Privacy Security

Choose “I am not required to complete the IPS course at this time”

Hit Submit Button

Choose the appropriate species specific electives depending on your work or interests.

- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Frogs, Toads or other Amphibians
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Swine
- I work with Dogs
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Non-Human Primates (NHP)
- Working With Ferrets in Research Settings
- I work with Cattle
- I work with Fish
- I work with Horses
- I work with Reptiles
- I work with Sheep and Goats
- I work with Zebrafish (Danio rerio)