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)”.
     
     o **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](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).

   ![Image](https://www.ohio.edu/research/compliance/training)

   • 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.

   ![Image](https://www.ohio.edu/research/compliance/training)
• **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.

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

• Select **“Add a Course”**.
• 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)
- [X] 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]
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.
• 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.
2. Starting Coursework:

- While on the “My Courses” tab select “View Courses” (highlighted in red) to see all your added courses.
• When prompted, please read, and agree to the terms and conditions outlined in the CITI Assurance Statement.

  o Check the “AGREE” box below, and then press “Submit.”

  o After pressing submit, you will be automatically directed to your Active course list.

![Assurance Statement]

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.

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

- 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”.

![Modules Table](image-url)
• A passing score of 80% of 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.
- Select **“View/Print-Share”** under the **“Completion Record”** column on the far right.
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.

5. Uploading Animal Subjects Completion Report to LEO:

1. Step # 1: Login to LEO
   https://leo.research.ohio.edu/secure/leo/core/home.leo

2. Step # 2: Locate the “Compliance” tab

3. Step # 3: Select “IACUC Application” (highlighted in blue below):
• NOTE: The following training reports can be uploaded to the “IACUC Application”
  o Working with the IACUC
  o 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).