



UWA subscribes to the CITI Program to provide required compliance training, ensuring that all researchers meet institutional and federal requirements (45 CFR 46). All certifications are valid for three years. Refresher courses are offered to extend those periods. Training requirements are subject to change based on updates to federal regulations or institutional policies. Researchers are responsible for completing any additional training modules as notified by the Office of Sponsored Programs & Research.

Instructions for Registering with CITI:

1. Visit <https://about.citiprogram.org/en/homepage/>, click “Register”.
2. Click “Select Your Organization Affiliation”.
3. Select The University of West Alabama.
4. Click to agree to the Terms of Service & Privacy Policy and to affirm that you are an affiliate of UWA.
5. Click “Create your CITI Program Account”.
6. View the Institutional Courses available and choose the ones most closely related to your field of research/study (course selection assistance available below).
7. To find/add additional courses, scroll down to “Learner Tools for The University of West Alabama” and click “Add a Course”.

Students/Faculty/Staff Submitting Institutional Review Board (IRB) Protocols:

- Human Subjects Research (HSR) Social & Behavioral Educational Research Investigators course, and
- Responsible Conduct of Research (RCR) course. Choose the course that most closely relates to your area of research.
 - Required to be submitted with the New IRB Protocol Application and research cannot begin until the IRB approves the protocol.

Faculty/Staff who serve on the Institutional Review Board (IRB):

- Human Subjects Research IRB Members course, and
- Responsible Conduct of Research, Research Administration (RCR) course.
- Faculty or staff member who is selected to serve as the IRB Chair: IRB Chair course.

Faculty/Staff/Students Who will be Performing Research that is Proposed in an Animal Care and Use Protocol Form:

- Animal Care and Use Researchers/PI’s course, and
- Working with the IACUC course.
 - Additional species-specific course(s) for each animal used is encouraged.



- All individuals listed in an Animal Care and Use Protocol form must complete these required trainings and receive approval from the Institutional Animal Care and Use Committee (IACUC) prior to beginning any of the proposed research activities.
- In addition to the above CITI course requirements, all personnel listed on an active animal project must enroll in the Occupational Health and Safety Program (OHSP) and complete required trainings.

Faculty, Staff, Community Member, and Veterinarian Who Serve on the Institutional Animal Care and Use Committee (IACUC):

- All members: IACUC Members and IACUC Staff course.
- IACUC Institutional Official – Institutional Official: Animal Care and Use course.
- The IACUC Chair: IACUC Chair course.
- IACUC Community Member: IACUC Community Members course.