



Research Compliance
Office of the Vice President for Research
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April 22, 2008

Dear Colleagues,

The Human Investigation Committee (HIC) and the Animal Investigation Committee (AIC) will no longer use the WSU On-Line Training Program to fulfill training requirements. Instead, the Committees require that all investigators and study staff (i.e. Co-Investigators and key personnel) take online training modules developed by the Collaborative Institutional Training Initiative (CITI). This commercially available program is widely used at research institutions nationwide and is updated automatically to provide the latest regulatory information and guidance. The CITI program has completely replaced the former WSU Responsible Conduct in Research training (RCR), the AIC and HIC training modules; therefore, all investigators and personnel will be required to complete the CITI training even if the WSU RCR modules were taken in the past. **This new training must be completed prior to obtaining approval for new protocol submissions and for continuation approval of ongoing protocols as of June 1, 2008. Training must also be completed by HIC members and staff. All new personnel added by amendment must also take the CITI training.** It is the expectation of the Committees that all WSU research personnel will complete the CITI training within one year if a new protocol is not submitted before that time.

In order to access the CITI modules, you will be required to log on at <http://www.citiprogram.org/> and set up an account to complete your training. Step-by-step directions are available at the AIC and HIC websites. There are multiple categories that pertain to research; choose the one that best fits the type of research you conduct or are involved in and the required/optional modules will be selected for you. Once you have set up your account on the CITI website you can log in and out of the training modules, so they do not need to be completed all at once. Once you finish the modules, you will need to print a copy of the completion certificate for your files. CITI refresher modules need to be completed every three years; you will receive a "reminder" email notice from CITI approximately three months prior to your renewal date.

If you have questions, problems or concerns you can contact the HIC Education Coordinator Debbie DeCamillo at (313) 577-9534 or the AIC Program Project Coordinator Dorinda Monson at (313) 577-0967.

I believe that you will find the CITI modules to be informative, relevant and user-friendly. I appreciate that the transition to this new program may be inconvenient for some of you, so I thank you in advance for your cooperation and compliance with this improvement in our educational program.

Sincerely,

A handwritten signature in blue ink that reads "Dorothy A. Nelson". The signature is fluid and cursive, with the first name "Dorothy" being more prominent than the last name "Nelson".

Dorothy A. Nelson Ph.D.
Associate Vice President for Research