**Training Procedures for Vertebrate Animal Research at the Illinois Institute of Technology**

All personnel conducting animal research at Illinois Institute of Technology must be adequately qualified, educated, and trained for the proposed types of research conducted. This policy shall

apply to all researchers who submit protocols to the IACUC for review and approval:

1. The IACUC will require research personnel and IACUC members to complete training

modules in CITI (www.citiprogram.org) based on research protocol submissions under

review. IACUC members shall complete training modules applicable to their duties as

committee members.

## 2. Prior to submitting a new protocol, each researcher who will be involved in work involving live vertebrate animals shall identify the CITI training modules (or equivalent) required to do the proposed work by selecting the required courses on the IIT CITI page by filling out the questionnaire on https://my.iit.edu/web/home-community/research under “Access CITI Training Courses “ which brings you to a personalized web page. Required courses will appear as “Courses ready to begin” on the individual’s CITI training page which also reports completed courses. Records of completion for all courses can be downloaded from this page. The principal investigator for the protocol must submit the completion certificate(s) for each course for all individuals listed on the protocol with each distinct protocol submission for the IACUC to review. Investigators from collaborating institutions must supply documentation appropriate for training received at their home institution.

3. During the protocol review process, the IACUC will review the provided training records

to ensure that the modules that have been completed match the specified research aims. If any additional training modules are determined to be necessary, all research personnel listed on the protocol will be required to complete the additional modules before obtaining protocol approval.

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