

Requirements and certifications for New Postdoctoral Research Trainees

- **Required to be listed on animal protocols**
 - AALAS (American Association for Laboratory Animal Science) training
 - Modules (required and elective) are selected by mentor and IACUC office
 - Mary Frances Braslow (mbraslow@uthsc.edu) in the IACUC office will work with you and your mentor to get you certified
- **Required to be listed on NIH grants**
 - CITI (Collaborative Institutional Training Initiative) Conflict of Interest training
 - Send copy of certificate of completion to PDO and Research Administration
 - Coordinated through Research Administration
 - Log on via www.citiprogram.org
 - Create an account, if you do not already have one
 - Login if you have an account
 - Go to section "My Learner Tools for University of Tennessee Health Science Center – Memphis"
 - Click on the link "Add a Course or Update Learner Groups"
 - This will bring up 3 required modules
 - CITI Conflict of Interest Course – Introduction (ID: 15177)
 - Financial Conflicts of Interest: Overview, Investigator Responsibilities and COI Rules (ID: 15070)
 - Institutional Responsibilities as They Affect Investigators (ID: 15072)
 - An average score of 80% must be achieved on all 3 modules to receive a certificate
 - Outside Interest Disclosure form
 - Required within 2 months of start date
 - Send copy of form to PDO and to your departmental business manager
 - Form can be downloaded from http://www.uthsc.edu/finance/documents/Outside_Interest_Disclosure_Form-Faculty_and_Staff.pdf
- **Required to be compliant**
 - HIPAA/FERPA training
 - Required within 2 months of start date
 - Send copy of certificate of completion to PDO
 - Go to <https://courses.uthsc.edu>
 - Login with your UTHSC NetID and password
 - Click on "UTHSC Compliance Training"
 - Complete HIPPA Training and FERPA Training

- You must receive a score of at least 66 points for each of the 13 quizzes throughout this training course

- CITI Responsible Conduct of Research (RCR) training
 - Required within 2 months of start date
 - Send copy of certificate of completion to PDO
 - Go to www.citiprogram.org
 - Create an account, if you do not already have one
 - Login, if you have an account
 - Go to section "My Learner Tools for University of Tennessee Health Science Center - Memphis"
 - Click on the link "Add a Course or Update Learner Groups"
 - Scroll down to Question 4 and select "RCR for Post-docs"
 - This will bring up 6 required modules
 - Research Misconduct (RCR-Biomed) (ID: 1215)
 - Data Management (RCR-Biomed) (ID: 1308)
 - Authorship (RCR-Biomed) (ID: 1380)
 - Collaborative Research (RCR-Biomed) (ID: 1450)
 - Conflicts of Interest (RCR-Biomed) (ID: 1622)
 - Export Controls and National Security (RCR-Interdisciplinary) (ID: 14770)
 - An average score of 80% must be achieved on all 6 modules to receive a certificate