

## **Required online training for Postdoctoral Fellows**

Must be completed within two months of starting on the UTHSC campus

Send copies of certificate and/or score sheets to the Postdoc Office

### **1. Responsible Conduct of Research (RCR) Training**

The UTHSC Postdoc Office sponsors online Collaborative Institutional Training Initiative (CITI) RCR training that is required of all postdoctoral fellows. Completion is required within two months of each postdoc fellow's start date, or sooner if the postdoctoral fellow is to conduct human subjects research under the review of the UTHSC Institutional Review Board. Below are the instructions for completing CITI RCR training:

- Go to [www.citiprogram.org](http://www.citiprogram.org)
- Create an account, if you do not already have one, or 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 3 and select "RCR for Post-docs". This will bring up 6 required modules
  1. Research Misconduct (RCR-Biomed) (ID: 1215)
  2. Data Management (RCR-Biomed) (ID: 1308)
  3. Authorship (RCR-Biomed) (ID: 1380)
  4. Collaborative Research (RCR-Biomed) (ID: 1450)
  5. Conflicts of Interest (RCR-Biomed) (ID: 1622)
  6. Export Controls and National Security (RCR-Interdisciplinary) (ID: 14770)

An average score of 80% must be achieved on all 6 RCR modules to receive a certificate. Postdoctoral fellows should send a copy of certificate of completion to the Postdoc Office to be maintained in the postdoctoral fellow's file.

### **2. AALAS (American Association for Laboratory Animal Science) training**

AALAS training is required of all postdoctoral fellows that will be working with animals. Completion is required within two months of each postdoc fellow's start date, or sooner if the postdoctoral fellow is to conduct animal research under the review of the Animal Care and Use Committee (ACUC). Below are the instructions for completing AALAS training:

- Modules (required and elective) are selected by mentor and Institutional Animal Care and Use Committee (IACUC) office
- The administrator in the IACUC office will work with you and your mentor to get you certified

### **3. Conflict of Interest (COI) Training**

COI training is required to be listed on NIH grants, regardless of the Principal Investigator. COI training is coordinated through Research Administration. Below are the instructions for completing COI training:

- Log on via [www.citiprogram.org](http://www.citiprogram.org) and create an account, if you do not already have one
  - 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. Postdoctoral fellows should send a copy of certificate of completion to PDO and Research Administration. Must be completed within 2 months of start date.

### **4. Outside Interest Disclosure**

An outside interest disclosure form is required of all Postdoctoral Fellows within two months of start date. The form can be downloaded at:

[http://www.uthsc.edu/finance/documents/Outside\\_Interest\\_Disclosure\\_Form-Faculty\\_and\\_Staff.pdf](http://www.uthsc.edu/finance/documents/Outside_Interest_Disclosure_Form-Faculty_and_Staff.pdf).

Postdoctoral fellows should send a copy of certificate of completion to PDO and Research Administration.

### **5. Health Insurance Portability and Accountability Act (HIPAA) training**

Health Insurance Portability and Accountability Act (HIPAA) training is required of all Postdoctoral Fellows within two months of start date. Postdoctoral fellows should send a copy of scores to Postdoc Office and Research Administration. Below are the instructions for completing HIPAA training:

- Go to <https://courses.uthsc.edu>
- Login with your UTHSC NetID and password
- Click on "2016 - 17UTHSC Information Security Training" listed under "My Courses"
- Complete HIPAA Training

An average score of 67% must be achieved on each quiz to receive a certificate.

Contact UTHSC Educational Technology Department if you have questions at: <http://uthsc.edu/edtec>