BHSU's INSTRUCTIONS TO COMPLETE RESEARCH TRAINING

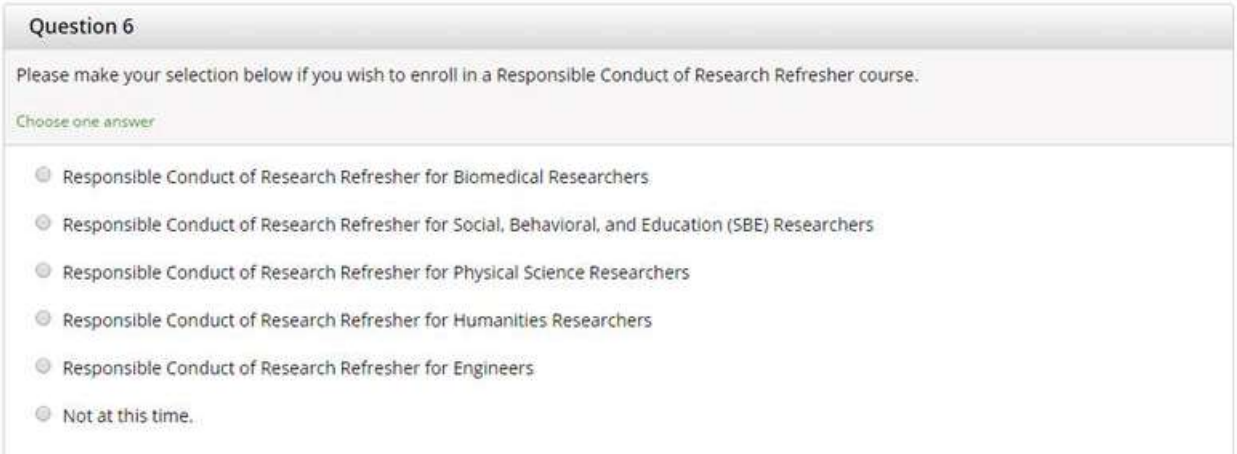
To enroll in the required research training courses please go to www.citiprogram.org and set up your user account. **You must affiliate with Black Hills State University** for your training to be registered and recorded by BHSU.

Once you have successfully set up a user account and affiliated with BHSU you will need to select the required courses. To do this, click on the "Main Menu" button in the top left corner of the screen. Expand the "Black Hills State University Courses" and in the box that says "My Learner Tools for Black Hills State University" click "Add a Course or Update Learner Groups". This will bring you to a page with a series of questions which will help you select the appropriate courses.

ALL Students and Faculty must complete a Responsible Conduct of Research Course
First time taking the course: To select the required Responsible Conduct of Research Course (RCR), scroll down to **Question 3** and select the ONE appropriate RCR course for your field of research. (Educational Research is covered under the Social and Behavioral Responsible Conduct of Research).



For renewal: 3 Year Refresher Course scroll down to **Question 6** and select the appropriate Refresher Course.



For those conducting research with Human Subjects

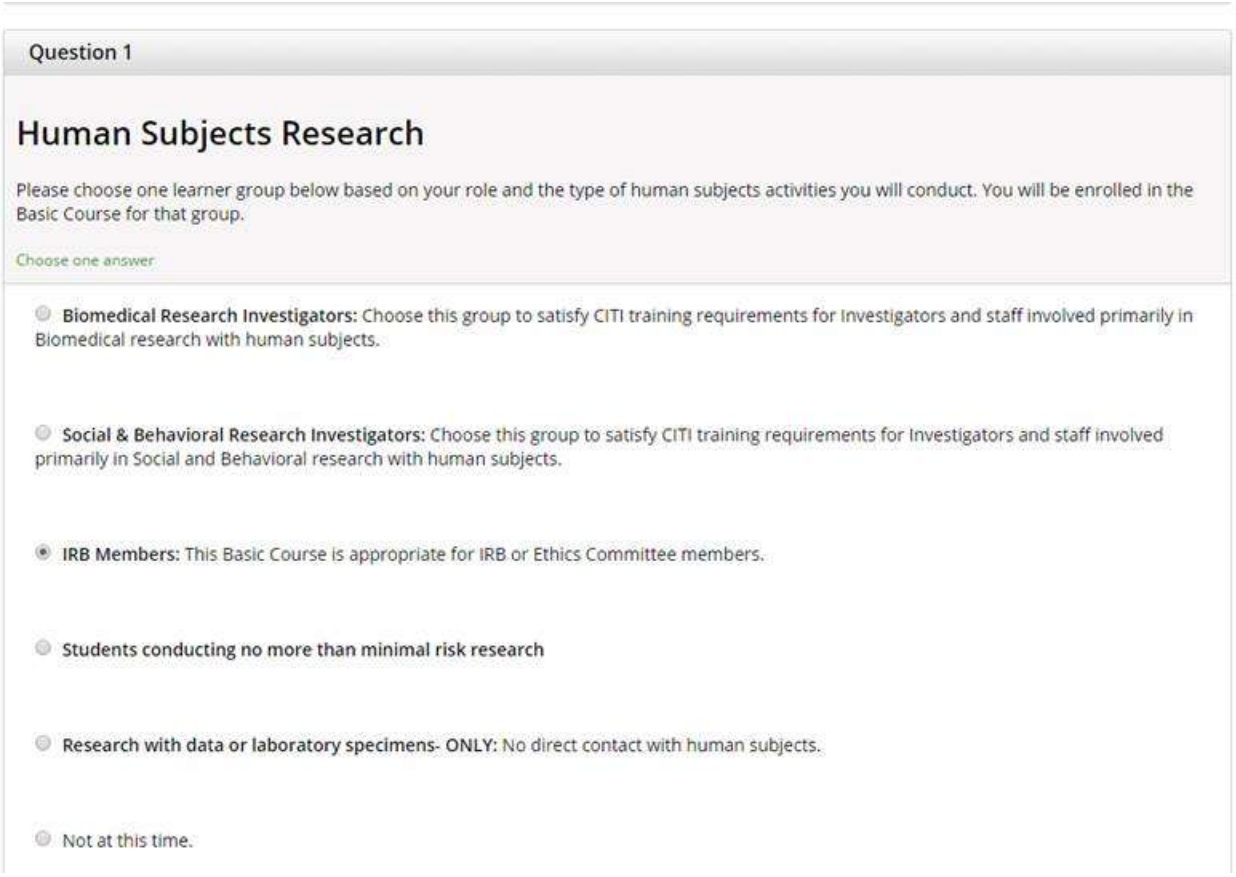
Go to **Question 1: Human Subjects Research**

Choose the course most appropriate for your field.

If you are a student and your research mentor has told you your project has been determined by the IRB to involve no more than minimal risk, you may choose the "Students conducting no more than minimal risk research".

Faculty must take a complete course, either the "Biomedical Research Investigators" or the "Social and Behavioral Research Investigators" (Educational research is covered under Social and Behavioral Research Investigators).

Students conducting approved research involving greater than minimal risk must complete either the "Biomedical Research Investigators" or the "Social and Behavioral Research Investigators" (Educational research is covered under Social and Behavioral Research Investigators).



NIH funded investigators

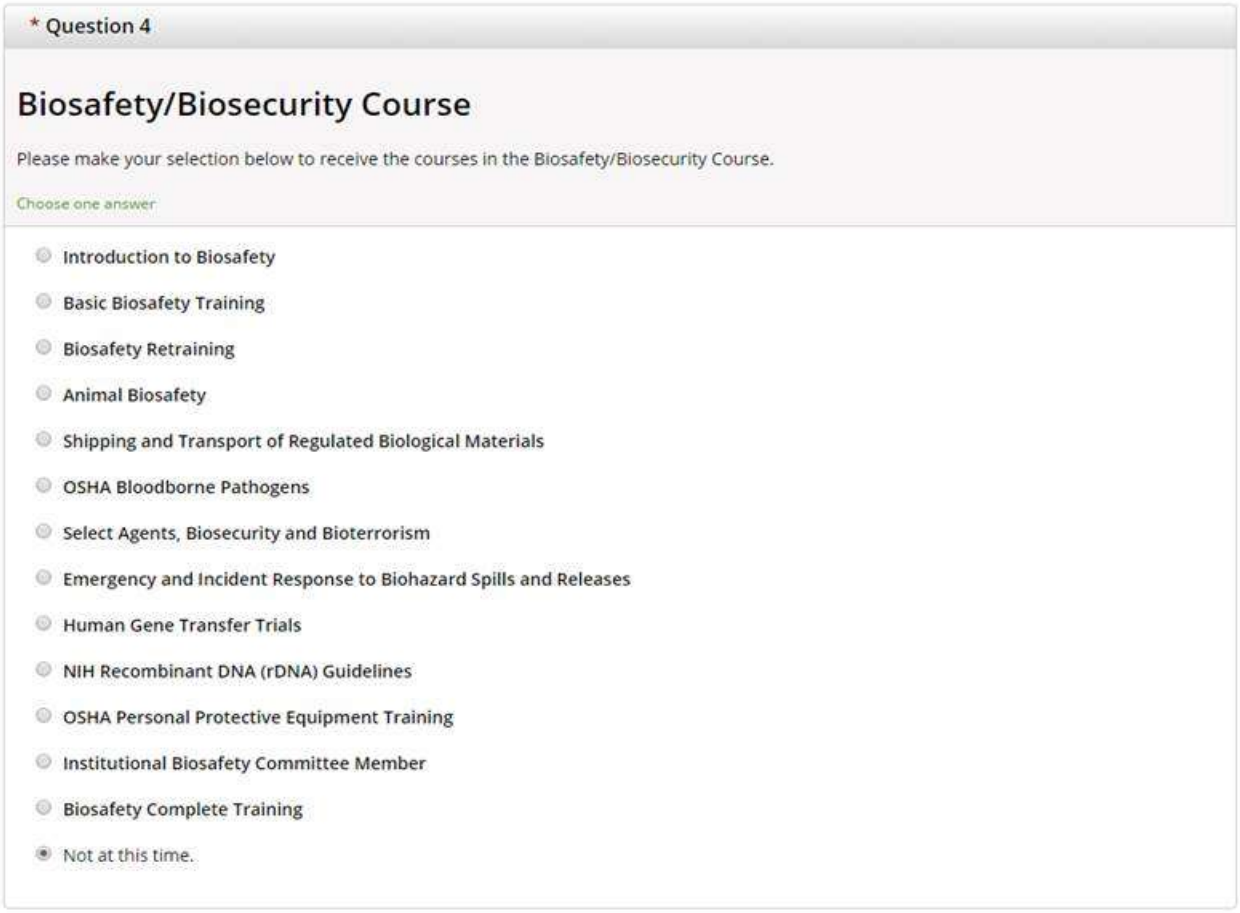
Question 2 contains the required **Conflicts of Interest** course for PIs and Key Personnel who receive NIH funding.



For those requiring Biosafety/Biosecurity training

Question 4: Biosafety/Biosecurity Course

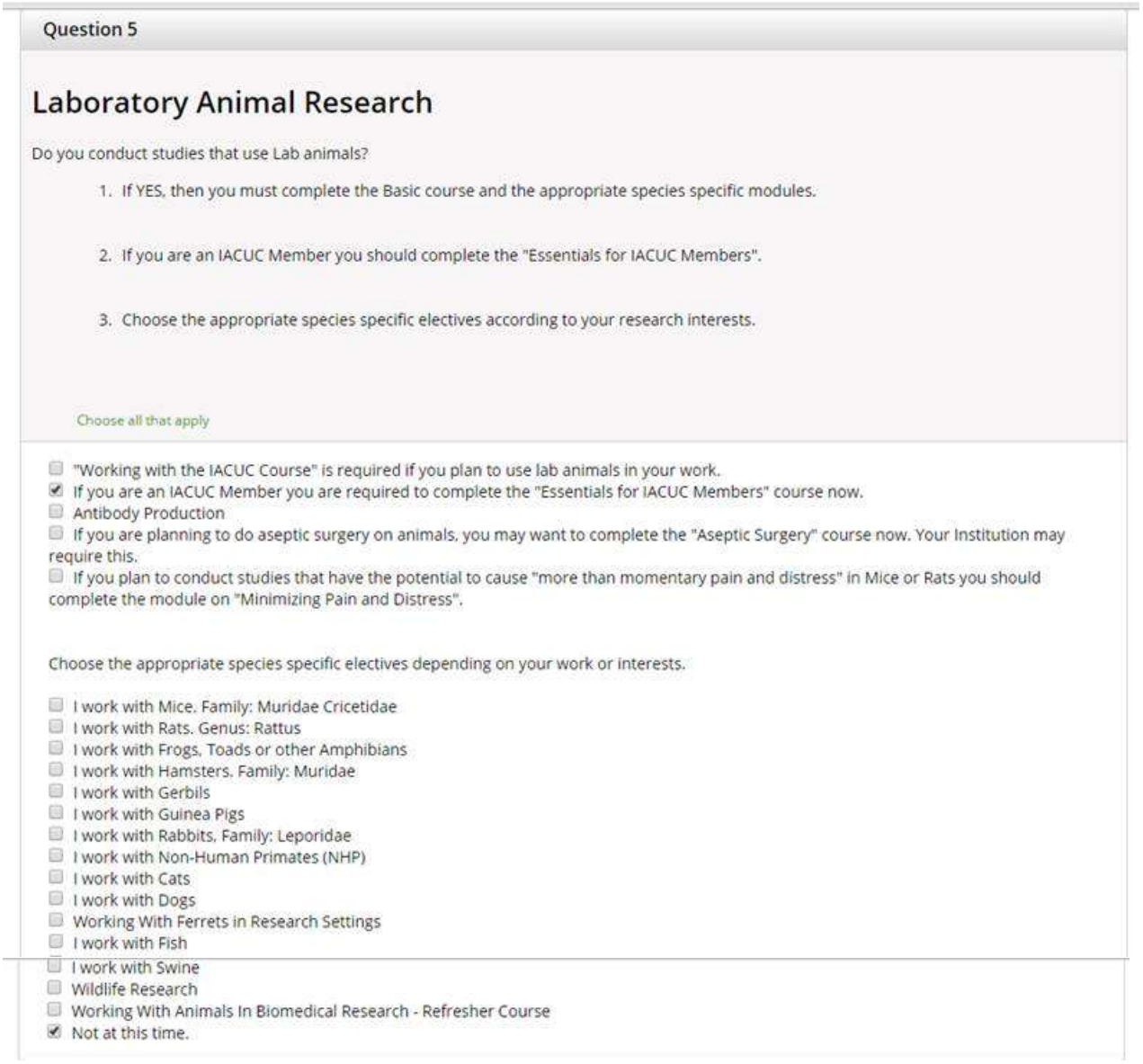
The Biosafety Committee, or Laboratory PI or staff will instruct you on the appropriate course pertinent to your specific research or assigned duties.



For those involved in Research or Teaching involving Animals in the lab, field, classroom or animal care facility

Question 5: Laboratory Animal Research

Follow the instructions provided in the grey box to choose the appropriate course.



Question 7: Institutional/Signatory Official

This course is required only for the BHSU Administrators who serve as Institutional Officials or Signatory Officials for IRB and IACUC.

