

**Research Compliance Online training**

Prior to starting any research at the Stony Brook School of Dental Medicine, students, faculty and staff must take a number of on-line course in order to satisfy Stony Brook University policies. The on-line training covers both ethical and safety topics and often explains US federal laws that regulate research. The courses that you will need to take will depend on what type of research you will be conducting. If you are a student or staff, the professor that you are working with will let you know what courses are required before entering their laboratory. If faculty have any questions, they can contact the Director of Research Compliance for the School of Dental Medicine (phone: 631-632-8916; Email: [Stephen.Walker@stonybrook.edu](mailto:Stephen.Walker@stonybrook.edu)).

The courses are accessed on two different websites. Courses managed by the Stony Brook University Office of Research Compliance (<http://research.stonybrook.edu/orc>) are accessed on the website of the Collaborative Institutional Training Initiative “CITI Program” (<https://about.citiprogram.org/en/homepage/>). Courses managed by the Stony Brook University Environmental Health and Safety (<https://ehs.stonybrook.edu/>) office are accessed on the “Blackboard” website (<https://blackboard.stonybrook.edu/webapps/login/>).

1. CITI Program Courses:

The Responsible Conduct of Research\*

Human Subjects Protection

Laboratory Animal Welfare

Human Stem Cell Research

Conflict of Interest

Export Compliance

\*This course is mandatory for all faculty, staff and students who conduct research and scholarly activity. This on-line course needs to be taken only once. Note that all other courses require a refresher course to be taken every 3 – 4 years.

1. Blackboard Courses:

SBU’s Environmental Health and Safety office provides over 40 courses. For their course offerings, please see this link: <https://blackboard.stonybrook.edu/webapps/login/>

The most common courses taken by those who work in the School of Dental Medicine research laboratories are:

ELS 002: Laboratory Safety – Chemical Hazards

ELS 003: Laboratory Safety – Biological Hazards

ELS 020: Laboratory Safety – Biological Hazards – Annual Refresher

ELS 009: Laboratory Safety – Formaldehyde

ELS 017: Laboratory Supervisor Safety\*

ENV 001: Hazardous Waste Management

ENV 005: Regulated Medical Waste

EOS 004: Occupational Exposure to Bloodborne Pathogens

EIH 004: Personal Protective Equipment (PPE)

ERS 003: Laser Safety Training

\*Required annually for all University employees who supervise **High School Students**. Recommended for all University employees who supervise new laboratory researchers

Please note: Many of these courses must be repeated annually. To determine how often a course needs to be repeated, go to this link: <https://ehs.stonybrook.edu/services/training/training-course-list-and-descriptions>, then click on the course name. You will find in the course description how often the course needs to be repeated.

1. IRBNet:

IRBNet is the website that faculty use to apply for permission to conduct studies using animal subjects, human subjects, recombinant or synthetic nucleic acid molecules, or stem cells/stem cell lines. If a student or staff participates in an IRB-approved research protocol, they must be added to that IRB-approved protocol. In order to be added to the protocol, the correct CITI Program training must be completed and the student / staff must register on IRBNet.

Instructions for registering for IRBnet:

1. Go to <https://www.irbnet.org/release/index.html>
2. At the top right hand side, click on “New User Registration”
3. Fill in the required information and click “continue”
4. Continue to follow the directions on the website to register in IRBnet.

**Instructions for accessing the CITI on-line training**

1. **How to log onto the CITI Program to complete on-line training**

1. Go to <https://www.citiprogram.org>

2. On the upper right side of the screen, click “Log In”

3. Directly below the CITI Program logo, click “Log in through My Institution”

4. Find and click on “SUNY - University at Stony Brook”

5. Enter your Stony Brook NetID and Password\*

\*If you don’t know what your NetID and Password are, see: <https://it.stonybrook.edu/services/netid>

1. **How to access required CITI courses**

**Responsible Conduct of Research (RCR)**

1. The main menu on the page will have a top bar that says “SUNY – University at Stony Brook Courses.” Click on this blue bar.

2. Under the heading of “My Learner Tools” the first option is “Add a Course.” Click on this option.

3. The next page will have several options on the menu. Click on the first box, next to the words “I want to complete an **RCR Course** at this time.” Do not be concerned by the note that states that the course does not satisfy SBU Human Subjects training requirements.

4. Click “Next” on the bottom of the web page

5. Click on the “Basic course” button. Then click “Next” on the bottom of the page.

6. You will reach a page that tells you to choose the course mostly related to your discipline.

7. Click on the box next to the 2nd option on the list: Choose the RCRS course that most closely matches your research. At the SDM, most will choose “Biomedical Sciences” or “Social and Behavioral Sciences”. Then click “Next” at the bottom of the page.

9 You will then be directed to the main menu. Under “SUNY – University at Stony Brook Courses” click on “Responsible Conduct of Research in The Biomedical Sciences” or “Responsible Conduct of Research in The Social and Behavioral Sciences” depending on what was chosen in “7” above.

8. Click on the first module to start the course.

**Human Subjects Protection (HSP)**

1. The main menu on the page will have a top bar that says “SUNY – University at Stony Brook Courses.” Click on this blue bar.

2. Under the heading of “My Learner Tools” the first option is “Add a Course.” Click on this option.

3. The next page will have several options on the menu. Click on the first box, next to the words “I want to complete the course in **Human Subjects Protection**.”

4. Click “Next” on the bottom of the web page.

5. Near the bottom of the page you will find “**You are REQUIRED** to review the document SBU Policies and Protections now. Click on the blue. You will see a list of items. Click on “1Human Research Protection Program (HRPP)”. A new list will appear. Click on “1.1Policy” and read the paragraph and then click “1.2Mission” and go through the document. Once completed, go back to the CITI webpage.

6. Click “Yes, I have already reviewed the SUNY-SBU Policies and Procedures document. I am ready to begin the course in human subjects protection.” Then click “Next” at the bottom left hand side of the screen.

7. Click “Yes, I have NOW completed the review of the SBU Policies and Procedures. Now I want to enroll in the appropriate human subjects protections training course. Then click “Next” at the bottom left hand side of the screen.

8a. Click “Yes, this is the first time. I conduct biomedical human subjects research, I work directly with human subjects.” Then click “Next” at the bottom left hand side of the screen.

**OR**

8b. Click “Yes, this is the first time. I conduct research with data or specimens ONLY. I do not work directly with human subjects (recruiting, consenting, procedures)” Then click “Next” at the bottom left hand side of the screen.

**OR**

8c. Click “Yes, this is the first time. I conduct Social or Behavioral human subjects research (e.g., Sociology, Psychology, Political Science, Social Welfare, etc.) and I work directly with human subjects (recruiting, consenting, procedures)” Then click “Next” at the bottom left hand side of the screen.

9. Your will return to your Main Menu of the CITI program web site. You will see near the top a green checkmark “your request has been successfully submitted.”

10. Under “SUNY – University at Stony Brook Courses” you will see “Group 1. SBS Course **or** Group 2. Biomedical Course **or** Group 3. Data / Tissues (All) First Time: Basic.” Click on that link and start the course.

11. Click on “Complete The Integrity Assurance Statement before beginning the course” and read the Assurance Statement. Then click “I AGREE to the above and the other Terms of Service for accession CITI Program materials. Click “Submit”.

12. Start the course. It is comprised of 14 Required Modules. You must complete all 14 modules.

13. Three-years after completing the Group 2. Biomedical Course “Basic Course”, you will need to compete Group 2a. Biomedical Course “Refresher Course”.

**For other CITI Program courses, please follow the same general procedure as that give for the RCR and HSP courses.**

**Instructions for accessing the SBU Environmental Health and Safety on-line training**

**How to log onto the Environmental Health and Safety on-line training courses using “ELS 002 – Laboratory Safety – Chemical Hazards” as an example.**

1. <https://ehs.stonybrook.edu/services/training/training-course-list-and-descriptions>
2. Click on ELS 002 – Laboratory Safety – Chemical Hazards
3. You will see “This course is available online through Blackboard” Click on the red Blackboard
4. You will be directed to the login page for Blackboard. Enter your Net ID username and password then click “Login:
5. You will then gain access to Blackboard. At the top of the page click “Courses”.
6. You will see at the top right hand side of the new web page “Course Catalog”. Click on the folder “Environmental Health & Safety”.
7. You will see a list of Courses. Click on “els002-labsafety-Chemical”
8. On the next webpage, at the top left hand side, click on “Click here to enroll”.
9. You can now start the course.

**For other Environmental Health and Safety courses, please follow the same general procedure as that give for “ELS 002 – Laboratory Safety – Chemical Hazards”.**