

TU IBC TRAINING INSTRUCTIONS

www.citiprogram.org

- Select institution: **PARTICIPATING INSTITUTIONS: “The University of Tulsa”**
- **Username and Password: CREATE or log-in** if you are a returning member
- Enter First and Last Name
- Enter e-mail address (secondary not necessary)
- Member Information – (you do not need to use your personal information here) use the TU mail address (800 S. Tucker Drive, Tulsa, OK 74104) and a TU phone number.

On the **Main Menu** page, click on – **Add a course or update your learner groups for The University of Tulsa.**

Go to **Question 6: Biosafety/Biosecurity Courses**

Choose the appropriate course that describes your role and the type of biosafety research activities you will conduct:

- For TU IBC MEMBERS you must complete: **IBC Members Basic or Refresher course**
- For **PIs, Co-PIs, Student or Staff Researchers** you must complete the (2) following courses:

1. **“Basic Biosafety Training”**(title on the list of IBC courses)
2. **“NIH Recombinant DNA (rDNA) Guidelines” course**

*Once you select your course(s), scroll down to the bottom (don’t answer any other questions) and click on **“SUBMIT”**.*

Return to the main menu, where you can click on any of your chosen courses and start your training.

You do not have to complete an entire course in one sitting. Each module that you complete will be saved, and you may go back and continue your training as your schedule permits.

Once your required courses have been completed with a cumulative passing grade of at least 80%, you may print off a completion certificate for your records. (The Office of Research and Sponsored Programs will be automatically notified when you’ve completed your required training, so there is no need to send us a copy of your completion certificate).

If you have any questions or want to confirm that you added the correct course, please contact Research Compliance at 918-631-3310 or via email: researchcompliance@utulsa.edu .