



August 26, 2021

REVISED

Division of Academic Affairs Staff and Faculty  
California State University, Chico

**RE: Required Ethics in Vertebrate Animal Research Training**

Dear Colleagues,

To further support Chico State's enduring commitment to the ethical treatment and protection of animal subjects in research, and to provide continuing education in animal subjects protections to faculty, staff, and student researchers, the Institutional Animal Care and Use Committee (IACUC) will require completion of basic ethics training through the Collaborative Institutional Training Initiative (CITI) Program beginning this academic year. The CITI training is designed to meet U.S. Department of Agriculture (USDA) and Office of Laboratory Animal Welfare (OLAW) requirements for basic training in the humane care and use of animals. Per [EM 09-006](#), the IACUC is authorized to amend or modify existing policies and procedures or to develop new policies and procedures in accordance with new requirements promulgated by the federal and state governments concerning animal welfare.

Effective *immediately*, all Key Personnel listed on submissions (i.e., new or continuing applications and modifications) to the IACUC will be required to have completed the appropriate CITI training coursework prior to initiation of the review process. Key Personnel is defined as the Principal Investigator as well as other investigators and research personnel that are directly involved in conducting research including interacting with, caring for, feeding, and handling animal subjects during the course of a research project.

Key Personnel also include Chico State faculty and staff who oversee undergraduate or graduate students in their conduct of animal subjects research. Individuals not classified as Key Personnel (e.g., administrators, department chairs) may elect to complete relevant CITI training courses. Principal Investigators are ultimately responsible for ensuring that all Key Personnel on the study have met the CITI training requirements.

Key Personnel will answer a few questions about their research when they login to the CITI website that will guide their course selection. In addition to the Required Modules, Supplemental Modules are available. Principal Investigators are encouraged to identify Supplemental Modules that are relevant to their research. CITI training certificates remain active for 3 years, after which Key Personnel are required to renew their training via the appropriate Refresher course. Please note that additional CITI training (e.g., Responsible Conduct of Research) is required for Key Personnel affiliated with NIH- or NSF-sponsored projects or research funded by other agencies.

In order to avoid processing delays after August 18, 2021, Key Personnel are encouraged to begin enrolling in and completing the CITI training most germane to their research by visiting the CITI

Program [website](#). Members of the Chico State community can log in to the CITI Program using SSO by clicking on “Register,” typing “California State University, Chico,” selecting the “(SSO)” option, agreeing to the CITI Program Terms of Service and Privacy Policy, and clicking “Continue to SSO Login / Instructions.” Further instructions on how to add CITI coursework can be found on the Office of the Provost and Vice President for Academic Affairs [website](#) under Research then to Animal Care and Use for the link to CITI Training Info.

Questions or concerns about CITI training requirements and their applicability to animal subjects research at Chico State may be forwarded to the IACUC Office at [iacuc@csuchico.edu](mailto:iacuc@csuchico.edu).

Sincerely,



Debra S. Larson  
Provost and Vice President for Academic Affairs  
President, Chico State Enterprises  
Professor of Civil Engineering