

## Getting lab personnel added to your IACUC protocol

PRIOR TO OBTAINING ACCESS TO ANY DLAR FACILITIES YOU MUST COMPLETE THE FOLLOWING STEPS

Need to complete:

- Occupational Health Clearance
- OLAW training
- CITI training
- have PI add personnel to IACUC protocol
- receipt of email stating you have been added to the protocol

# For OLAW training:

Link: <https://forms.gle/vLgonYTuwZsGXVL99>

OLAW-required Orientation Class for DLAR Access

This is an orientation class for animal users in the Division of Laboratory Animal Resources (DLAR), required by the Office of Laboratory Animal Welfare (OLAW).

Your Name @stonybrook.edu [Switch account](#) Draft saved

\* Indicates required question

Email \*

Your email

This is a required question

What is the name of your PI? \*

Your answer

This is a required question

Next Page 1 of 9 Clear form

Never submit passwords through Google Forms.

This form was created inside of Stony Brook University. [Report Abuse](#)

Google Forms



\* Indicates required question

Orientation Class

Please watch the video below in its entirety (just 10 minutes!).

DLAR Orientation Class

DLAR

Division of Laboratory Animal Resources

Please download the Security Access Form available here: [https://lsa.stonybrookmedicine.edu/sites/default/files/accesscode\\_1.docx](https://lsa.stonybrookmedicine.edu/sites/default/files/accesscode_1.docx)

Check here to confirm download of the Security Access Form

This is a required question

Please type your full name to receive credit for watching this video. \*

Your answer

This is a required question

Back Next Page 2 of 9 Clear form



Online CITI Module Assignments

<https://www.citiprogram.org/?pageID=668>

Please check the box corresponding to the species you will be working with, and complete the associated CITI Module. \*

- Mouse; Complete the Working with Mice in Research Settings CITI Module
- Rat; Complete the Working with Rats in Research Settings CITI Module
- Rabbit; Complete the Working with Rabbits in Research Settings CITI Module
- Pig; Complete the Working with Swine in Research Settings CITI Module
- Frog; Complete the Working With Amphibians in Research Settings CITI Module
- Fish; Complete the Working with Fish in Research Settings CITI Module
- Dog; Complete the Working with Dogs in Research Settings CITI Module
- Non-human Primate; Complete the Working with Non-Human Primates in Research Settings CITI Module
- Guinea Pig; Complete the Working with Guinea Pigs in Research Settings CITI Module
- Wildlife; Complete the Wildlife Research CITI Module

This is a required question

Back Next Page 3 of 9 Clear form

Never submit passwords through Google Forms.

enter required info & click "Next"

Watch video,  
download & complete facility access form,  
enter required info & click "Next"

PI & lab personnel choose appropriate  
courses to take based on research and  
work being done in the lab & click "Next"



# For OLAW training (con't):

## OLAW-required Orientation Class for DLAR Access

Your.Name @stonybrook.edu [Switch account](#)



\* Indicates required question

### Online CITI Module Assignments

<https://www.citiprogram.org/?pageID=668>

Will you be performing any surgery on animals? \*

Yes

No

[Back](#)

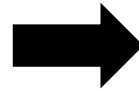
[Next](#)

Page 4 of 9

[Clear form](#)

Never submit passwords through Google Forms.

This form was created inside of Stony Brook University. [Report Abuse](#)



Note another CITI course!  
If answered 'yes' to previous question!

## OLAW-required Orientation Class for DLAR Access

Your.Name @stonybrook.edu [Switch account](#)



\* Indicates required question

You have also been assigned the following CITI Module...

Post-Procedure Care of Mice and Rats in Research

Will you be working with any hazards? \*

Yes

No

[Back](#)

[Next](#)

Page 5 of 9

[Clear form](#)

Never submit passwords through Google Forms.

PI & lab personnel choose appropriate answer based on research and work being done in the lab & click "Next"

PI & lab personnel choose appropriate answer based on research and work being done in the lab & click "Next"



# For OLAW training (con't):

OLAW-required Orientation Class for DLAR Access

Your.Name@stonybrook.edu [Switch account](#)

You have also been assigned the following CITI Module...

SUNY Stony Brook -Hazardous and Toxic Agents Module & IACUC - Investigators, Staff and Students

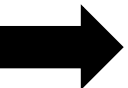
[Back](#) [Next](#) Page 7 of 9 [Clear form](#)

Never submit passwords through Google Forms.

This form was created inside of Stony Brook University. [Report Abuse](#)

Note another CITI course!  
If answered 'yes' to previous question!

Remember all CITI modules needed & click "Next"



# For OLAW training (con't):

## Final Instructions

- 1) Have your PI add you to their Occupational Health account. This will generate an email to you that you must fill out and submit to Occupational Health, along with any other necessary paperwork (i.e. proof of tetanus vaccine) **which must be faxed to Occupational Medicine @ 631-444-6665**. This must be done before you can be added to the protocol, and this can take 2-3 weeks.
- 2) Have your PI add you to the IACUC protocol. This must be done before facility access can be granted.
- 3) Complete your assigned CITI Modules (<https://www.citiprogram.org/?pageID=668>) and send the certificate(s) of completion to [veralynn.perillo@stonybrook.edu](mailto:veralynn.perillo@stonybrook.edu) or bring a printed copy to the DLAR Front Office.
- 4) Have your PI sign the Security Access Form, available here ([https://osa.stonybrookmedicine.edu/sites/default/files/accesscode\\_1.doc](https://osa.stonybrookmedicine.edu/sites/default/files/accesscode_1.doc)). Make sure you sign it as well, and then turn it in to [veralynn.perillo@stonybrook.edu](mailto:veralynn.perillo@stonybrook.edu) or bring a printed copy to the DLAR Front Office.

PLEASE WAIT UNTIL YOU HAVE BEEN ADDED TO THE PROTOCOL TO SEND DOCUMENTS TO VERA - otherwise she will not be able to process your access.

Any questions can be sent to [veralynn.perillo@stonybrook.edu](mailto:veralynn.perillo@stonybrook.edu) or by calling the DLAR Front Office 631-444-2194.

Back

Submit

Page 9 of 9

Clear form

Never submit passwords through Google Forms.

This form was created inside of Stony Brook University. [Report Abuse](#)

Next steps:

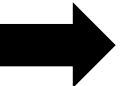
Note the instructions:

- Submit vaccination record
- PI adds lab personnel to IACUC protocol
- Complete CITI modules (see next slides)

**\*WAIT FOR EMAIL CONFIRMATION THAT YOU WERE ADDED TO PROTOCOL\***

- Complete Facility Access Request form & submit it, along with:
  - Proof of completion of CITI courses,
  - PDF of email confirmation that you've been added to the protocol,
  - copy of your SBU ID,
- to DLAR (either via email or in person)

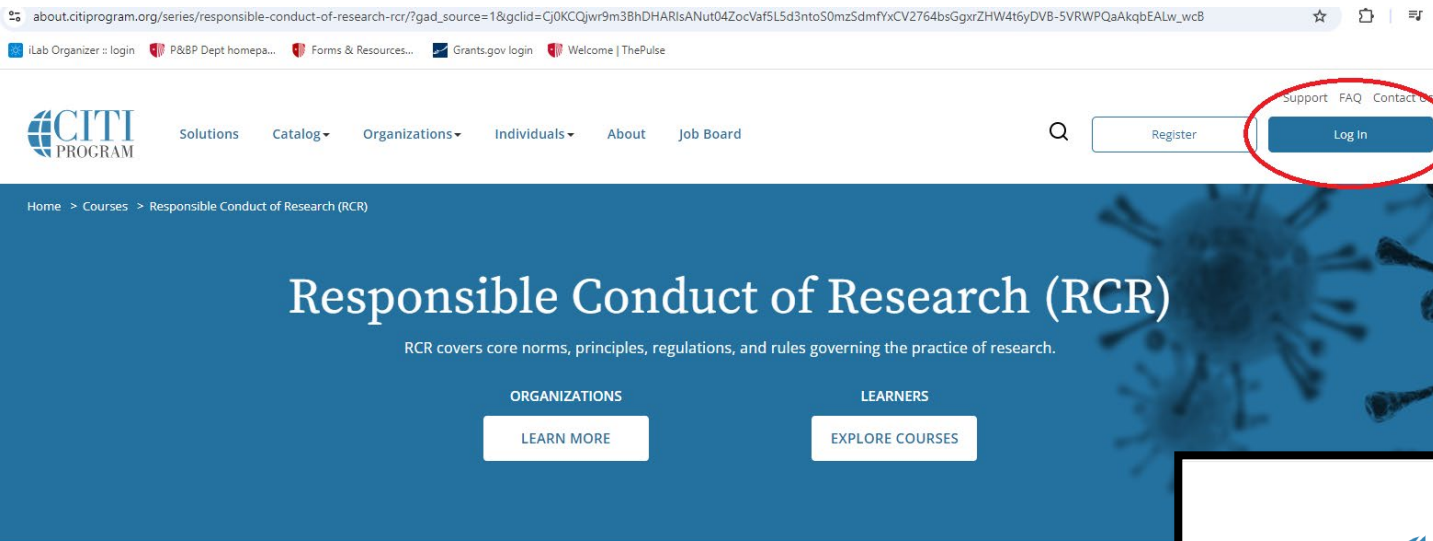
CLICK "Submit" to complete this Google Form & OLAW training



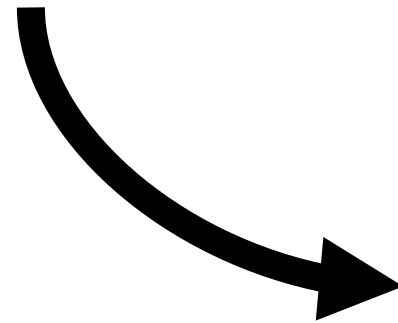
# For CITI modules :

Link:

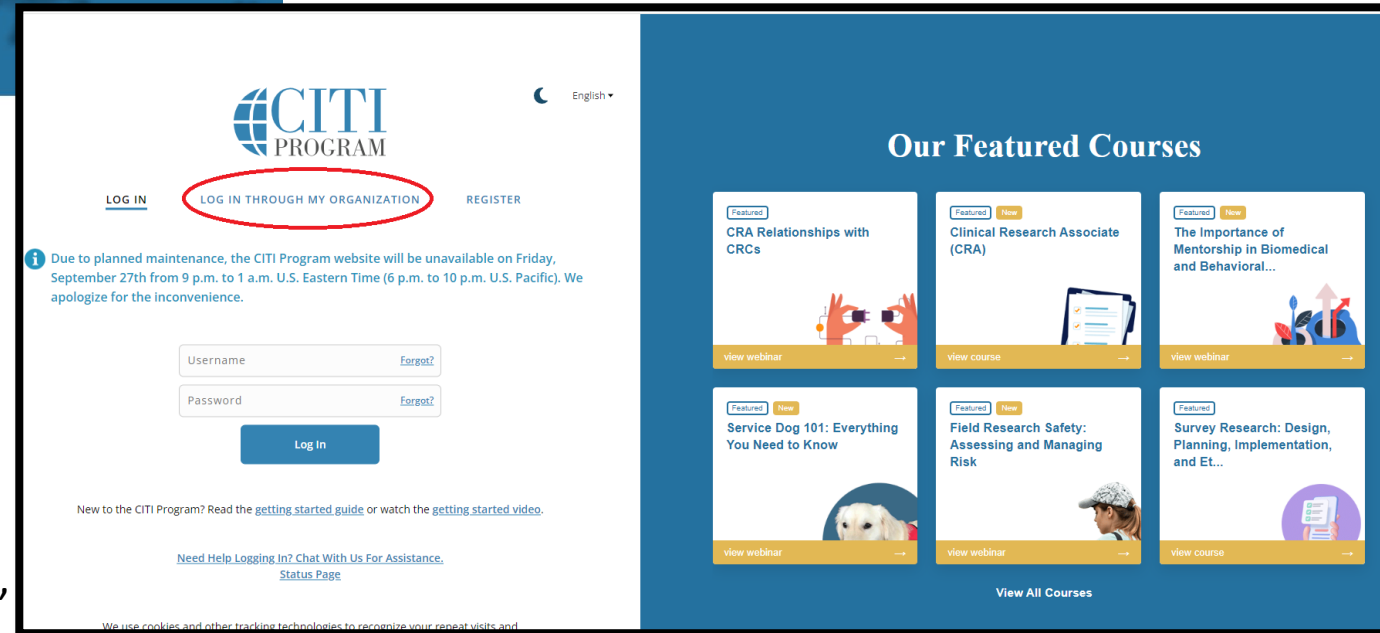
[https://about.citiprogram.org/series/responsible-conduct-of-research-rcr/?gad\\_source=1&gclid=Cj0KCQjwr9m3BhDHARIsANut04ZocVaf5L5d3ntoS0mzSdmfYxCV2764bsGgxrZHW4t6yDVB-5VRWPQaAkqbEALw\\_wcB](https://about.citiprogram.org/series/responsible-conduct-of-research-rcr/?gad_source=1&gclid=Cj0KCQjwr9m3BhDHARIsANut04ZocVaf5L5d3ntoS0mzSdmfYxCV2764bsGgxrZHW4t6yDVB-5VRWPQaAkqbEALw_wcB)



Click "Log In" in top right corner of webpage



Click "Log In Through My Organization"



# For CITI modules (con't) :

**CITI PROGRAM**

[LOG IN](#)   [LOG IN THROUGH MY ORGANIZATION](#)   [REGISTER](#)

Organizations listed here use "Single Sign On" (SSO) for CITI Program access. SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

To find your organization, enter its name in the box below, then pick from the list of choices provided.

  
[Continue To SSO Login / Instructions](#)

[See our full list of SSO-enabled organizations](#)



## NetID Single Sign On

Login to CITI Program

CITI Program, a Division of BRANY. Our mission is to promote the public's trust in the research enterprise by providing high quality, peer reviewed, web based, research education materials to enhance the integrity and professionalism of investigators and staff conducting research.

Please enter your NetID and NetID Password

Username

Password

Don't Remember Login

Protected by [Duo Security Two-Step Login](#)

[Login](#)

[Forgot Your NetID or NetID Password?](#)

System access is restricted to authorized Stony Brook University activity. By logging in, you agree to follow university rules, including the [Responsible Use of Information Technology Resources Policy](#).

Non-university use (including non-incident personal, financial or political activities) is prohibited. Unauthorized access, use, or modification of IT systems, including data, is not allowed and may lead to penalties.

The system may be monitored, and evidence of criminal activity can be shared with law enforcement.



Show Courses for:  [Institution List](#)

SUNY - University at Stony Brook

You are not enrolled in any courses for this institution.

[Add a Course](#)

Ensure you are looking at courses for SUNY – Stony Brook & click on “Add a Course”

Search for SUNY – Stony Brook & click on “Continue to SSO Login/ Instructions”

Enter your NetID & Password & perform Duo Authentication if required





# For CITI modules (con't) :

## Select Curriculum

SUNY - University at Stony Brook

Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "Main Menu" to come back here to change or update your course selections.

[View Instructions](#)

THERE ARE CURRENTLY 10 COURSES AVAILABLE TO YOU:

- Animal Care and Use (ACU)
- Biosafety and Biosecurity Series
- Clinical Research Coordinator Foundation Series
- Clinical Research Coordinator Advanced Series (CRC Advanced)
- Conflict of Interest
- Export Controls
- GDPR Webinars
- Good Clinical Practice (GCP)
- Human Subjects Research
- Information Security (IPS)
- Research Security
- Responsible Research (RCR)
- Revised Conflict of Interest Series
- Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov
- Undue Foreign Influence
- Essentials of Grant Proposal Development
- Controlled Substances
- IACUC Protocol Review
- IACUC Chair
- Animal Care and Use Quality Assurance (QA) Programs
- Semiannual Evaluations in Depth
- IACUC Administration

Scroll to bottom section

Which of these course topics are you here to complete at this time?

This question is required. Choose all that apply.

- I want to complete an **RCR Course** at this time.  
NOTE: This course does NOT satisfy SBU Human Subjects training requirements.
- I want to complete the **Human Stem Cell Research Course** at this time.
- I want to complete the course in **Human Subjects Protection**.
- I want to complete the course in **Lab Animal Welfare**.
- I want to complete the **Conflict of Interest Course** at this time.
- I want to complete the **Good Clinical Practice Course** at this time.  
NOTE: This course does NOT satisfy SBU Human Subjects training requirements.
- I want to complete the **Clinical Research Coordinator** course at this time.
- I want to complete the **CRC Advanced** course at this time.
- I want to complete the **Clinical Trial Billing Compliance (CTBC)** course at this time.
- I want to complete the **Export Compliance** course at this time.
- I want to complete the **Revised Common Rule Course** at this time.
- I want to complete the **GDPR & Human Subjects Research in the U.S.** Course at this time.
- I want to complete the **Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov** Course at this time.
- I want to complete the **Biosafety and Biosecurity (BSS)** Course at this time.
- I want to complete the **Undue Foreign Influence** Course at this time.
- I want to complete the **Research Security** Course at this time.
- Health Disparities: Promoting Equity and Diversity in Clinical Research
- Human Subjects Research - IRB Member- Biomedical Focus
- I want to complete the **Essentials of Grant Proposal Development** course at this time.
- I want the **Controlled Substances** course at this time.
- I want to complete the course in IACUC Protocol Review at this time.
- I want to complete the course in IACUC Chair at this time.
- I want to complete the course in Animal Care and Use Quality Assurance (QA) Programs at this time.
- I want to complete the course in Semiannual Evaluations in Depth at this time.
- I want to complete the course in IACUC Administration at this time.

Start Over

Next

Check the box for the Lab Animal Welfare course & click on "Next"

## Select Curriculum

SUNY - University at Stony Brook

So, either you are, or you are going to conduct studies with live animals at SUNY-Stony Brook?

This question is required. Choose all that apply.

- Yes, I conduct studies with animals. I want to complete The **Basic Course for IACUC investigators, staff and students**.
- Yes, I am an **IACUC member at SBU** and I want to take the "Essentials for IACUC Members" Course.
- Yes, I am an **IACUC member at SBU** and I want to take the "Working with the IACUC Refresher" Course.
- No, I do not use Laboratory Animals in research or teaching at SUNY - Stony Brook.

Start Over

Next

Check the box for the Basic Course for IACUC Investigators, staff and students course & click "Next"





# For CITI modules (con't) :

## Select Curriculum

SUNY - University at Stony Brook

With which species will you be working? Choose the appropriate species and complete the tutorial specific for the animals you will be using.

Choose all that apply.

- I will be working with amphibians
- I will be working with mice.
- I will be working with rats
- I will be working with guinea pigs
- I will be working with rabbits.
- I will be working with dogs.
- I will be working with swine.
- I will be working with non-human primates.
- I will be working with fish.
- I will be working with zebrafish.
- IACUC Member Refresher Case Studies
- This does not pertain to me. I do not do research with laboratory animals.

Start Over

Next



## Select Curriculum

SUNY - University at Stony Brook

Do you wish to enroll in the Wildlife Research course?

This question is required. Choose one answer.

- Yes, I wish to enroll in the **Wildlife Research** course.
- No, not at this time.

Start Over

Next

PI & lab personnel determine appropriate answer & click "Next"



## Select Curriculum

SUNY - University at Stony Brook

Will you be doing surgical procedures or working with hazardous agents?

Choose all that apply.

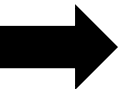
- Yes, I will be conducting survival surgery procedures or other procedures that may cause more than momentary pain and distress in rodents. This course is "Post-Procedure Care of Mice and Rats in Research: Reducing Pain and Distress".
- Yes, I will be working with **hazardous and toxic agents**.
- No, this is not applicable to me.

Start Over

Next

PI & lab personnel determine appropriate answer & click "Next"

PI & lab personnel choose appropriate tutorials to take based on animal research being done in the lab & click "Next"



# For CITI modules (con't) :

## Select Curriculum

SUNY - University at Stony Brook

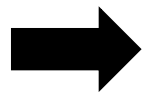
Do you wish to enroll in the Post-Approval Monitoring (PAM) course?

This question is required. Choose one answer.

- Yes, enroll me in the PAM course.
- No, not at this time.

[Start Over](#) [Next](#)

PI & lab personnel determine appropriate answer & click "Next"



## Select Curriculum

SUNY - University at Stony Brook

### Webinars

CITI Program offers webinars that reflect current topics important to our learners. These topics come from the range of CITI Program's catalog of courses and are presented by experts.

Please choose the webinar(s) you would like to review. **You may skip this question if you do not wish to review any webinars at this time.**

Choose all that apply.

None at this time

- A 21st Century Approach to ADA Compliance: Equity and Access
- A Beginner's Guide to Being a Sponsor-Investigator
- AI in High School: An Overview
- Accreditation for New and Adjunct Faculty
- Addressing and Understanding Mental Health Challenges for Faculty and Staff
- Advanced Research Practices
- ...
- I've Been ... What?
- Why AI ... Care A ...
- RCR and ... rdship
- Exploring ... Campus: Naviga ... al Students
- FMLA Es ... ance for Employers in Grant ... Research Settings
- Field Res ... Assessing and Managing Risk
- The Imp ... mentorship in Biomedical and Behavioral Research
- Service ... ing You Need to Know
- Promoting ... utorship Dynamics in Research Teams
- Emerging Tech ... ologies and Homeland Security
- The Role of Data Managers in Clinical Trials
- Sponsor-Patient Engagement: How Patients Shape Clinical Development
- Research and Clinical Ethics Considerations for Xenotransplantation

[Start Over](#) [Next](#)

Scroll to bottom section & click "Next"



List of enrolled courses to complete

You are now enrolled in the course(s) you selected.

Show Courses for:  [Institution List](#)

---

SUNY - University at Stony Brook

### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

- SUNY - University at Stony Brook  
IACUC - Investigators, Staff and Students  
Stage 1 - Basic Course  
0 / 9 modules completed [Start Now](#)
- SUNY - University at Stony Brook  
Post-Procedure Care of Mice and Rats in Research  
Stage 1 - Basic Course  
0 / 14 modules completed [Start Now](#)
- SUNY - University at Stony Brook  
SUNY Stony Brook -Hazardous and Toxic Agents Module  
Stage 1 - Basic Course  
0 / 1 modules completed [Start Now](#)
- SUNY - University at Stony Brook  
Working with Mice in Research Settings  
Stage 1 - Basic Course  
0 / 6 modules completed [Start Now](#)
- SUNY - University at Stony Brook  
Working with Rats in Research Settings  
Stage 1 - Basic Course  
0 / 6 modules completed [Start Now](#)

### Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

# To wrap it all up:

YOU MUST SUBMIT THE FOLLOWING PAPERWORK EITHER BY EMAIL OR STOPPING IN THE DLAR OFFICE IN ORDER TO REQUEST ACCESS:

1. Copies of your completed CITI modules (just the completion page)
2. The completed Facilities Access Request form filled out by you and your PI
3. The IACUC approval letter that you have been added to the protocol
4. Copy of your SBU ID with your picture