

New User – CITI Human Subjects Protection (HSP)

The Collaborative IRB Training Initiative (CITI) offers human subjects' protection training. To access this curriculum for the first time and complete the human subjects' protection course if you have not completed any version of an introductory human subjects' protection course (e.g., offered by the University or another institution):

1. Go to: <https://research.umn.edu/units/irb/education-training#citi>
2. Refer to the signup instructions for the University of Minnesota Employees
3. Click on the link logging into CITI and use your University user name (X.500 ID) and password
4. To enroll in a course for the first time:
 - Click "I don't have a CITI Program account and I need to create one."
 - Expand the tab "University of Minnesota Courses."
 - Click "Add a Course."
 - Select the training required by or most appropriate to your research activities.
 - Click "Submit."
5. Please complete either the "Social/Behavioral or Humanist Research Investigators and Key Personnel – Basic Course" or "Good Clinical Practice and Human Research Protections for Biomedical Study Team – basic Course"
6. Print or download a copy of your full CITI completion record for your files and please send a copy to Lindsey Poquette @ poque020@umn.edu

eRA Commons User ID Request Form

Please consider the following question to determine if the user will need an eRA COMMONS ID:

Will this person be working on a NIH Sponsored Project, if YES then they will need an eRA Commons ID.

Name of person needing Commons ID (First, M.I., Last):

UMN x.500:

Does, or might, the individual have an EXISTING Commons User ID that can be AFFILIATED with the UMN?

Yes

No

If Yes, what is the EXISTING User ID: _____ and / or previous Institution

(Note – Only Research Roles can be Affiliated)

What Role(s) does the individual require in the eRA Commons (Select all that apply)?

Research Roles:

GRADUATE RESEARCH ASSISTANT

UNDERGRADUATE RESEARCH ASSISTANT

POST-DOCTORAL ASSOCIATE

TRAINEE (Students / postdocs on Institutional training grants - eg. T32's)

Requestor Name (if different):

Requestor Email:

Requestor Phone:

Please send to Lindsey Poquette at poque020@umn.edu

West Bank Office Building Ucard Access Information

ATTENTION NEW EMPLOYEES/STUDENTS:

Return this form to Ginger Hughes ASAP after obtaining your UCard

Access to the West Bank Office Building (WBOB) is via use of the University's Ucard Security System. Under this system, and in order to have access to the WBOB and Epidemiology space, it is necessary for all new employees to obtain a Ucard. In order to do this, you be completing a Staff Demographics form in this hiring packet that will be sent to the Staff Demographics Offices for entering into the University's employee database. This can take anywhere from 2 days to 1 week. **It is important that new employees contact the Ucard office (6-9900) to verify that they are in the system prior to going to obtain their Ucard.,**

Until you have obtained your Ucard, you will have access to this location only during regular office hours of Monday-Friday, 7:00 a.m. – 5:00 p.m.

How to Obtain a Ucard:

- The Ucard office is located at Coffman Union, Ground Level, G22.
- Office hours are: M-F (8:30 am - 4:00 pm)
- A photo ID is required for identification purposes for Ucard issuance and a photograph will be taken for use on the new Ucard.

If you have any questions regarding obtaining a Ucard, please contact **Ginger Hughes (6-9397)**.

West Bank Office Building (WBOB) Ucard Access Information

Date: _____ ID# _____

Name: _____ I Class # _____

Title: _____

Room#: _____ Tele # _____

Mail Box: _____ Faculty _____ Staff _____ Student

Ucard Number: starts with 600953 _____
(This is the number you will find above your name on the Ucard)

Supervisor _____

Employee Signature: _____

Supervisor Signature: _____

(Supervisor, by signing this, you are approving full access privileges for this employee.)