

**Creighton University Institutional Biosafety Committee's
Training and Documentation Requirements**

REQUIREMENT	RENEWAL CYCLE	LINKS	REQUIRED TO COMPLETE/PROVIDE
CITI Initial Biosafety Training Course and subsequently, Biosafety Retraining Course	3 years	• <u>CITI Program</u> • <u>Register for CITI</u> – for those that have not completed CITI training in the past • <u>Add/Change your affiliated institution or transfer completions</u> – for those that have completed CITI training for another institution • <u>Add courses to your CITI account</u> •	Any Creighton University-affiliated personnel listed on an IBC registration
CITI Responsible Conduct of Research Course (and associated refresher courses)	4 years		
Dated CV/résumé	3 years	• <u>Instructions for adding a CV/Résumé to InfoEd</u>	Principal Investigator
National Institutes of Health's Financial Conflict of Interest Tutorial	Initial completion only	• <u>Instructions for NIH FCOI Tutorial</u> • <u>NIH FCOI Tutorial</u>	Any Creighton University-affiliated personnel listed on an NIH-funded IBC registration
Creighton University's Financial Conflict of Interest Disclosure	1 year	• <u>Instructions for submitting FCOI Disclosure</u> • <u>Submit FCOI Disclosure</u>	Any Creighton University faculty or staff listed as personnel on a funded IBC registration