

Guidance Document – Animal Care and Use (ACU) Training

1. What is the required Animal Care and Use (ACU) training that I need to complete if I am conducting a research project involving animals?

You are required to complete an ACU training if you will engage in any research related activity involving animals through the Collaborative Institutional Training Initiative (CITI) Program. You can access the CITI Training from the LAU IRB website under [Education and Training](#) or directly through [CITI Home page](#)

2. How do I register for the CITI Training?

In order to register for the training, please go to the [CITI Home page](#). The following [link](#) will assist you in registering with CITI. You can also follow these steps:

- Click on “Register” in order to register as a new User
- Select “Lebanese American University (LAU)” as Your Organization Affiliation
- Follow the steps to create you user name and password
- You have the option to request Continuing Educational (CE) credits for a fee, you can opt out and amend that at a later date
- You will then complete Organization specific details about your school affiliation and role in research
- Please keep record of your Username and Password
- Last step (Step 7), you will be asked to select the course or courses you wish to take. Please refer to Question 3 below.

3. Which CITI Courses will I be required to complete?

The Courses provided to you are based on the learner groups identified by the LAU IRB. Please select the learner group that best fits your research / discipline under Question 2. (You can select a course from Question 1 and Question 3. only if it applies to you)

Question 2. Animal Care and Use. Please choose one learner group below based on your role and the type of animal care and use activities you will conduct. You will be enrolled in the Basic Course for that group.

There are 6 Learner Groups/Courses that applies to Research involving Animal Care Use:

- ***Biomedical Animal Researcher (ACU), Behavioral Animal Researcher (ACU) and Students Working with Animals (ACU), IACUC Member and Staff, IACUC Community member and IACUC Chair and Vice Chair.***

4. How many modules are in each Learner Group / Course?

Each course has Required Modules (R), Elective Modules (E) and Optional Modules (S). The Animal Care and Use Committee (ACUC) selected those modules as follows:

- **Required** per Learner Group/Course and these are mandatory to be completed

- **Elective Modules**, please check your Learner Group/Course to see if such modules are provided and how many are mandatory. You have the option to select the E modules you would like to complete and you have a minimum requirement to complete to be able to get your certificate
- **Optional Courses**, which you might find beneficial. These are not required to be completed for you to be able to get your certificate.

5. Other available Learner groups:

a. Responsible Conduct of Research (RCR) Learner Group

We are also making available through CITI the Responsible Conduct of Research (RCR) modules. This is mandatory for all graduate students and post doc research fellows and is recommended for all faculty. Please select the relevant course as it relates to your discipline.

6. Does the Animal Care and Use Committee accept any other ACU certification?

Other types of ACU training will be assessed on a case by case basis when all relevant information are provided to the LAU ACUC Office.

7. Does my CITI certificate expires?

The CITI certification is valid for a period of 3 years. Every 3 years, individuals who have completed the CITI *Basic Human Subjects Protection* course must complete the CITI *Refresher Animal Care and Use* course.

8. Whom should I contact if I have any questions?

You can contact the LAU ACUC Office by email at acuc@lau.edu.lb