



# SAM HOUSTON STATE UNIVERSITY

A member of the Texas State University System

## OFFICE OF RESEARCH AND SPONSORED PROGRAMS

August 1, 2012

To: Department Chairs

From: Institutional Animal Care and Use Committee (IACUC)

On March 22, 2012, the IACUC unanimously approved the requirement that anyone applying for approval for research and teaching projects involving Vertebrate Animal Subjects will provide proof of their Responsible Conduct in Research (RCR), Animal Subjects training certification. Effective September 30, 2012, all Principle Investigators (PIs), staff, and students engaging in research or teaching involving Vertebrate Animal Subjects will need to be certified through the Collaborative Institutional Training Initiative (CITI). To locate the CITI training website, please navigate to the Institutional Animal Care and Use (IACUC) link under Fast Links off of the university's homepage (<http://www.shsu.edu/>) and click on the **Training** tab to your left ([http://www.shsu.edu/~rgs\\_www/iacuc/certification2.html](http://www.shsu.edu/~rgs_www/iacuc/certification2.html)). Please review the course names below along with who is required to take each course:

**IACUC Chairs, Members and Coordinators, Lab Animal Research:** only those members of the IACUC will be required to complete this course.

**Investigators, Staff and Students, Lab Animal Research:** ALL PIs (faculty, staff, and students—both undergraduate and graduate) are required to take this course.

**Reducing Pain and Distress in Laboratory Mice and Rats, Lab Animal Research:** Only those PIs (faculty, staff, and students—both undergraduate and graduate) whose research involves mice or rats must take this course **in conjunction with Investigators, Staff and Students, Lab Animal Research.**

**Working with Mice in Research, Lab Animal Research:** Only those PIs (faculty, staff, and students—both undergraduate and graduate) whose research involves mice or rats must take this course **in conjunction with Investigators, Staff and Students, Lab Animal Research.**

**Working with Amphibians in Research Settings., Lab Animal Research:** Only those PIs (faculty, staff, and students—both undergraduate and graduate) whose research involves amphibians must take this course **in conjunction with Investigators, Staff and Students, Lab Animal Research.**

**Working with Rabbits in Research Settings, Lab Animal Research:** Only those PIs (faculty, staff, and students—both undergraduate and graduate) whose research involves rabbits must take this course **in conjunction with Investigators, Staff and Students, Lab Animal Research.**

**Using Hazardous and Toxic Agents in Animals, Stage 1:** This course is provided for general interest only. PIs will not receive credit for completing these modules.

Please distribute this memo requiring the CITI training to any faculty member, staff, or student conducting or working on projects that involve Vertebrate Animal Subjects. If anyone has questions about whether or not they are required to complete this training or if they are unsure about which course(s) to complete or how to register on the CITI website, please contact Sharla Miles by email at [sharla\\_miles@shsu.edu](mailto:sharla_miles@shsu.edu). Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Diane Neudorf", written in a cursive style.

Diane Neudorf  
IACUC Chair

*DLN/sgm*