

## Additional Instructions for Human Subjects Protection Training

### I. Adding Minors and/or FDA-Regulated Research Modules

If your research has changed to include research with Minors or FDA-regulated research:

1. Log into the course via [Rascal TC0087](#).
2. Select "Take Course" to be redirected to a Uni Login (CU uni and password) and then to the CITI website.
3. On your Main Menu under Columbia University Courses, click "Add a Course" and answer the Curriculum Selection questions about your current or future research.
4. You will be returned to the Main Menu and the new Learner Group will be listed under Columbia University Courses.
  - a. If additional modules are required, your Status will be listed as Incomplete. Click Re-enter and complete the modules indicated.
  - b. If no additional modules are required, your Status will be listed as Complete.
5. *Note: Do not simply complete the Minors or FDA module as an elective without changing your Learner Group or you will not receive proper credit in Rascal.*

### II. Continuing Education

All human subjects researchers are required to complete continuing education every *three years*. When it is time to complete your continuing education:

1. Log into the course via [Rascal TC0087](#).
2. Select "Take Course" to be redirected to a Uni Login (CU uni and password) and then to the CITI website.
3. On your Main Menu under Columbia University Courses you will see listed the *Refresher Course* for your Learner Group (e.g., Human Subjects Protection Biomed with FDA, *Refresher Course*).
4. Under Status, click Enter to complete your refresher modules.
5. If your research has changed to include research with Minors or FDA-regulated research:
  - a. Click "Add a Course" and answer the Curriculum Selection questions about your current or future research.
  - b. You will be returned to the Main Menu and the new Learner Group will be listed under Columbia University Courses.
    - I. If additional modules are required, your Status will be listed as Incomplete. Click Re-enter and complete the modules indicated.
    - II. If no additional modules are required, your Status will be listed as Complete.
  - c. *Note: Do not simply complete the Minors or FDA module as an elective without changing your Learner Group or you will not receive proper credit in Rascal.*

To enter the course, click here: [Rascal TC0087](#).

For a list of Frequently Asked Questions, [Click here](#).