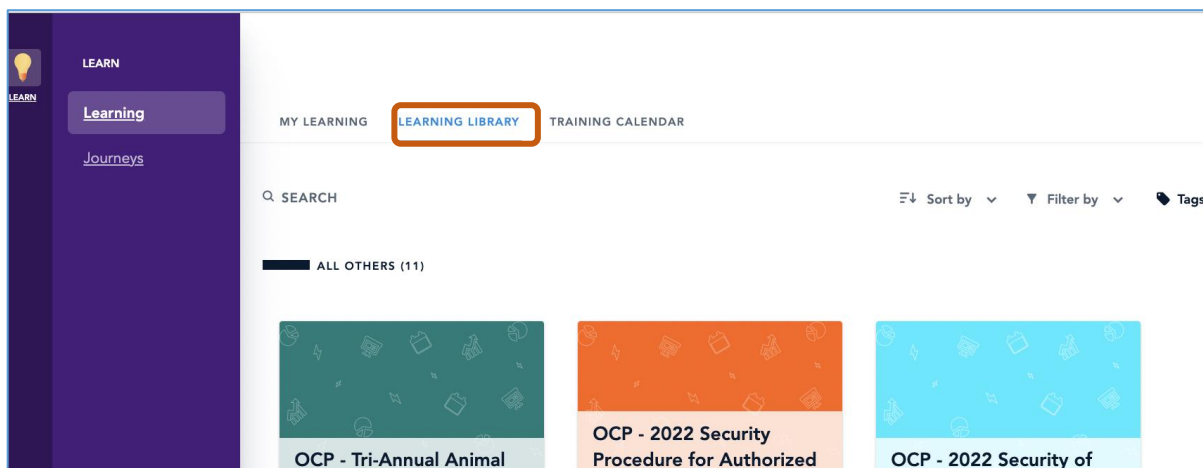


Self-Assign Research Training Modules – CATS

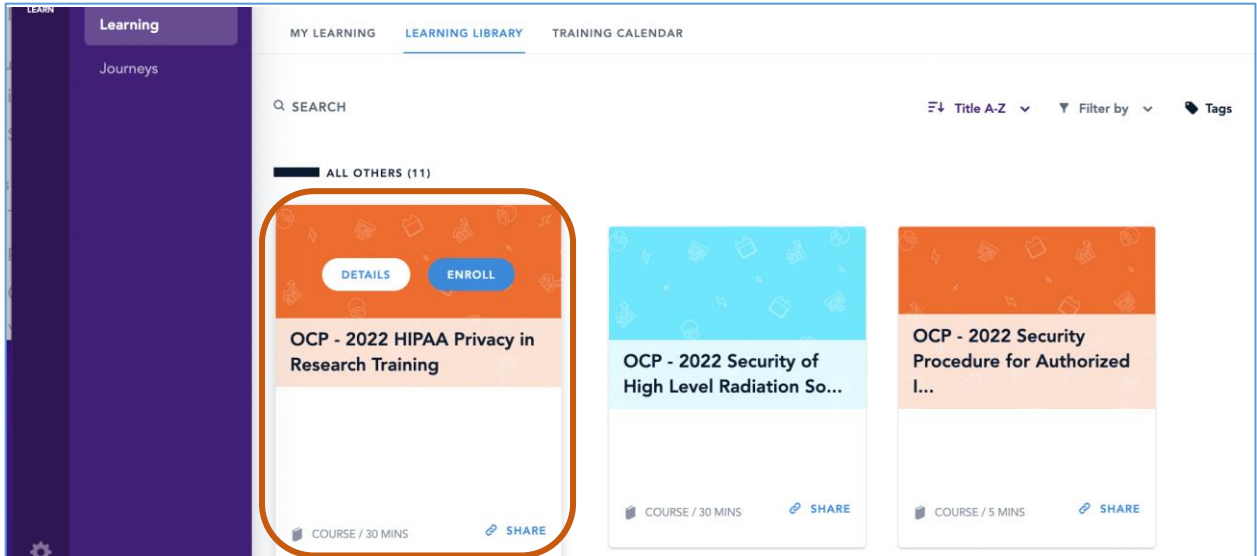
Revised 2/6/2024

LSUHSC (HSC) personnel are not permitted to conduct research without first completing certain research-specific, institutional training courses. Any deficiencies in training are readily identified when preparing a research protocol in the Quali electronic submission system. The research compliance program (listed at the end of this document) responsible for review and approval of your research protocol may also notify you of missing or expired courses. You may correct any such deficiencies by self-assigning and completing the required institutional training module(s) following the instructions provided below.

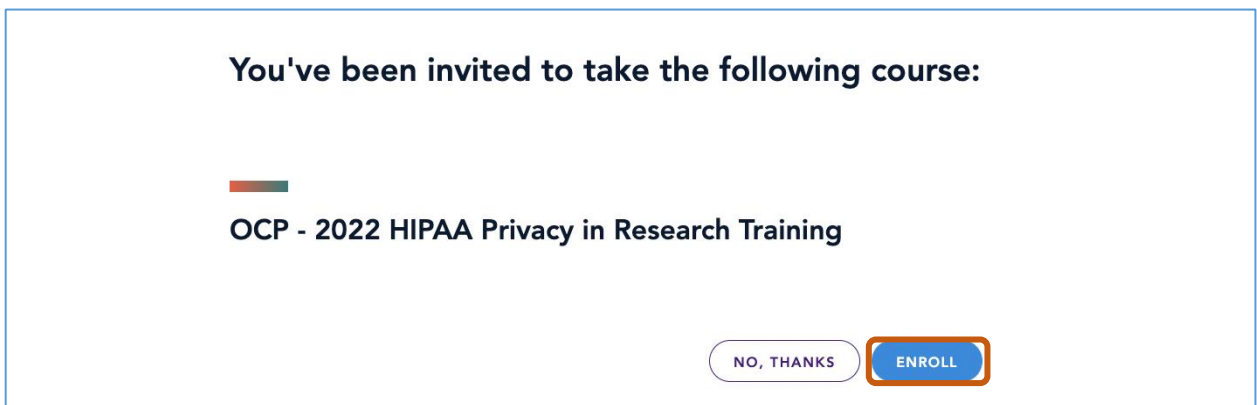
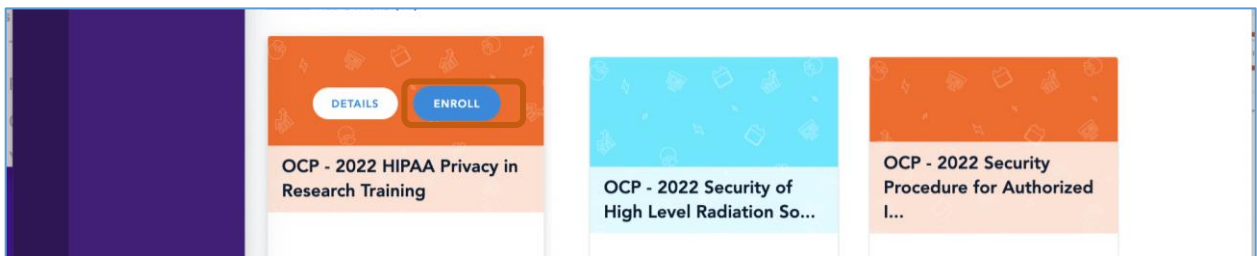
1. Log into [CATS](#)
 - *Note: If this is your first time accessing the new training platform, you may have to log in using your LSUHSC-NO credentials (SSO).*
 - *Note: Firefox and Google Chrome are preferred browsers. Safari and Internet Explorer are NOT supported.*
2. Click on **LEARNING LIBRARY** to review training modules available for self-assignment.



3. Click on the **applicable training module** required for the research protocol.
 - *Note: Only trainings not previously completed will be available for self-assignment in the LEARNING LIBRARY.*
 - *Note: You can review the protocol-specific research training requirements at the end of this document (Step 10: Resources).*



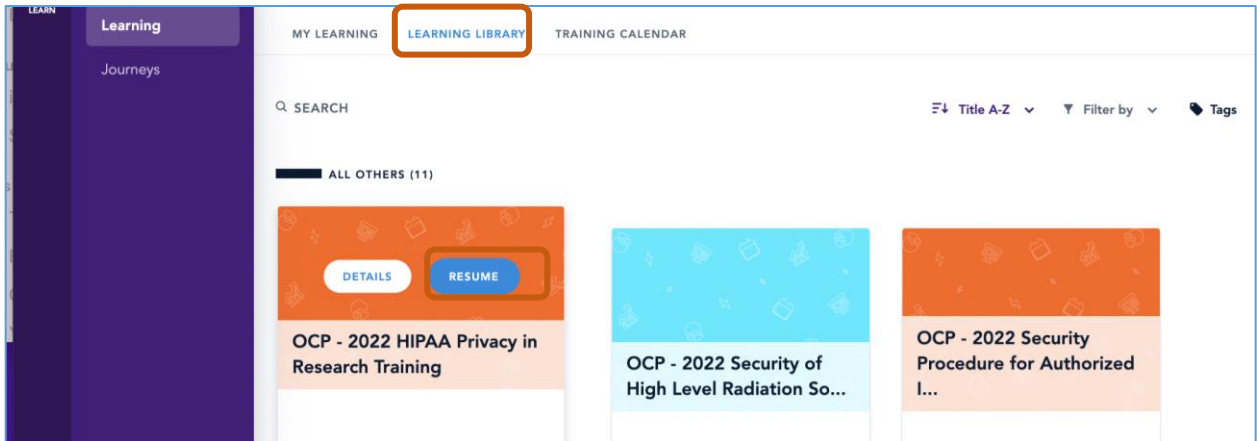
4. Click **ENROLL** and you'll be asked to confirm enrollment prior to beginning the course. *Note: Because you self-assigned the course, they are considered "Optional" and you will have to repeat this process when the course expires.*



5. Begin the course.
6. You can go **BACK TO LIBRARY** at any point and return to complete the training in the future.



- Resume training from the **LEARNING LIBRARY** space:



7. You can access the **certificate** of completion once the training is complete.

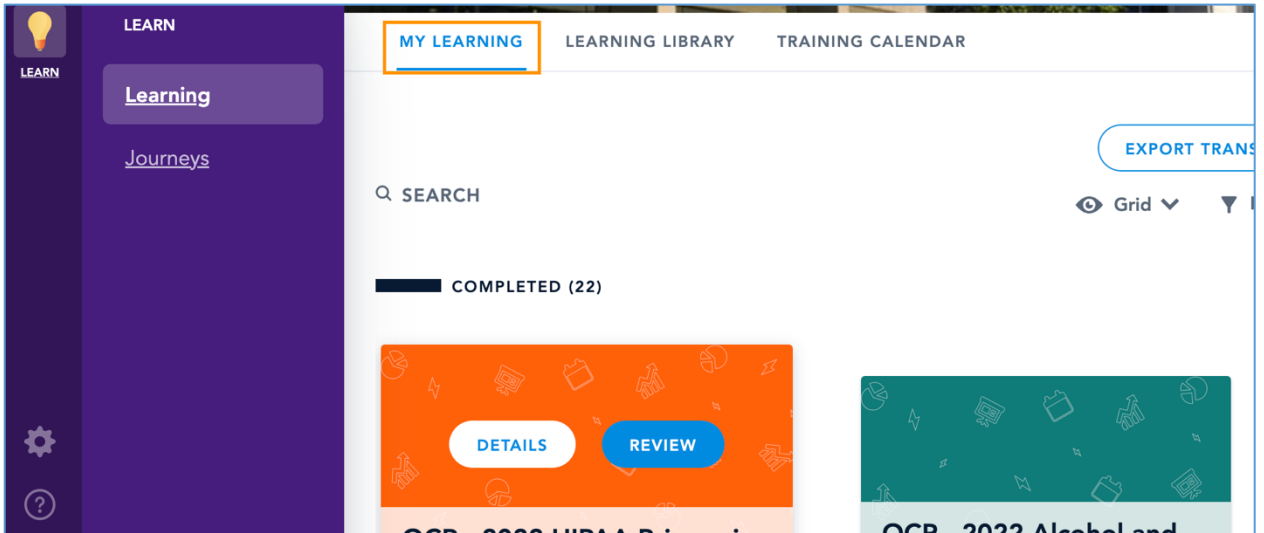
- Note: *CATS trainings are integrated into the research submission system, Quali. There is no need to provide the certificate in Quali unless your training does not populate in the Protocol Personnel Table of the application.*



8. **Repeat this process for as many research training modules as are needed based on your specific protocol involvement.**

9. **MY LEARNING:** All completed trainings will be in this area. If you completed a research specific training as detailed below (Step 10. Resources), the training will not be available for self-assignment as it is already assigned and completed. Self-assigned completed research trainings are considered "Optional" and are **not** automatically reassigned when they expire. If your

activities continue to involve research and the course(s) are still needed, you can reassign any research course from the Learning Library again after it has expired.



10. **Resources:**

- Protocol-specific training requirements:
 - i. **IRB: Institutional Review Board and Human Subjects Research (HSR) Protection Program.** Reviews all research activities involving human subjects.
 - ii. **IBC: Institutional Biosafety Committee.** Responsible for risk management for research-related work for personnel, research animals, facilities, and the community as well as assuring all federally funded research at LSUHSC-NO is in compliance with all biosafety requirements at both state and federal regulatory agencies.
 - iii. **IACUC: Institutional Animal Care and Use Committee.** Provides ethical oversight of all activities involving the care and use of live vertebrate animals.

CATS Training Name	Research Program	Applicable
OCP – Research: Conflicts of Interest Training	All Research Programs – IRB/IACUC/IBC	All LSUHSC personnel who participate in research
OCP – IRB: 2022 HIPAA Privacy in Research Training	IRB	- All LSUHSC (HSC) personnel involved HSR studies (IRB Protocol Personnel); - Non-HSC personnel involved in HSR studies that are accessing PHI from HSC or LSU Health medical records
OCP – IBC: Compliance Training	IBC	All personnel on IBC protocols
OCP – IBC: Shipping of Biological Materials Training	IBC/IRB/IACUC	Personnel on IBC, IRB or IACUC protocols that are responsible for

CATS Training Name	Research Program	Applicable
		shipping/delivering specimens, biologicals, chemicals, pathogens, etc.
OCP – IBC: Laboratory Safety Training	IBC	Personnel on IBC protocols working in a laboratory setting
OCP – IACUC: Tri-Annual Occupational Health	IACUC	Personnel on IACUC protocols working with live animals or where live animal work is conducted. Annual screening & TB testing are available to participants. Required to enter DOAC.
OCP – IACUC: Laboratory Animal Allergies	IACUC	Personnel on IACUC protocols working with live animals or where live animal work is conducted.

- General Training Requirements and CATS use:
 - i. [Office of Compliance Programs](#)
 - ii. Email: nocompliance@lsuhsc.edu