

Research Compliance Training Guide



For UMCES Faculty & Staff

Why Compliance Training Matters

Compliance is our friend—it protects you, our research participants, and UMCES as an institution. Training ensures integrity, safety, and trust in everything we do. Most training refreshes **every 3 years**, with some annual updates (like COI). Completing them on time avoids delays and sets the tone for a strong research culture.

If you're new to UMCES or starting a new project, these training sessions are **required before research begins**.

How to Access Training

1. Go to the [CITI Program](#).
2. Create your own login and password using your UMCES username.
3. Select "**University of Maryland Center for Environmental Science**" as your institution.
4. Click "**Add a Course**."
5. Complete the enrollment questions to determine which courses you need.

You can stop and restart training at any time—progress is automatically saved.

REQUIRED CITI TRAINING:

Training	Purpose	Completion Deadline	Platform/ Method	Refresher Frequency
Conflict of Interest (COI) *	Manages financial/personal conflicts	Annually & prior to research start	CITI Training	Annually
Responsible Conduct of Research (RCR) *	Research integrity, authorship, misconduct prevention	Within 90 days of hire or prior to grant submission	CITI Training	Every 3 years

ADDITIONAL TRAININGS:

Animal Care & Use	Before handling animals	Every 3 years
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	IACUC protocols, animal welfare		CITI Training	
Biosafety/Biosecurity	Safe handling of biological hazards	Before lab work	CITI Training	Every 3 years
Export Compliance	Prevents unlawful transfer of controlled items/information	Before international collaboration/controlled research	CITI Training	Every 3 years
Human Subjects Research	IRB, informed consent, participant protections	Before research starts	CITI Training	Every 3 years

Questions?

Kiscia Cannon (Director, OSP) – kcannon@umces.edu/ Larrae Bethea (Compliance Officer) -lbethea@umces.edu

Which training is for you?

Training	Live Example (UMCES Research)	Why it Matters
Human Subjects Research (IRB)	IMET faculty surveying seafood industry partners on aquaculture practices.	Ensures participant consent, privacy, and compliance with federal protections.
Animal Care & Use (IACUC)	CBL researchers observing marine mammals; IMET labs using zebrafish in toxicology studies.	Promotes humane care, reduces animal stress, and complies with animal welfare laws.
Responsible Conduct of Research (RCR) *	Graduate students and faculty publishing Chesapeake Bay ecosystem and climate change studies.	Protects research integrity, prevents misconduct, and ensures proper authorship.
Biosafety / Biosecurity	IMET faculty studying harmful algal blooms or handling microbial aquaculture samples.	Prevents accidental exposure, protects lab staff, and safeguards public health.
Export Compliance	Horn Point Lab exporting water-quality sensors or collaborating internationally on carbon capture.	Prevents unlawful transfer of controlled tech, protects U.S. research, and secures partnerships.

Conflict of Interest (COI) *	Faculty consulting with environmental firms while applying for NSF or NOAA grants.	Maintains transparency, avoids bias, and protects UMCES credibility.
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*** Mandatory Trainings**