

July 8, 2021

Required Training for Postdoctoral Fellows

Must be completed within two months of starting on the UTHSC campus

1. Individual Career Development Plan

Postdoctoral scholars are required to fill out an Individual Development Plan (IDP) using the following link: <https://myidp.sciencecareers.org/>. A completed IDP is required to be submitted to the Postdoc Office within 2 months of joining UTHSC. The IDP can be updated at any time during the postdoctoral scholarship.

2. Responsible Conduct of Research (RCR) Training

The UTHSC Postdoc Office sponsors online Collaborative Institutional Training Initiative (CITI) RCR training that is required of all postdoctoral scholars. Completion is required within two months of each postdoc scholar's start date, or sooner if the postdoctoral scholar is to conduct human subjects research under the review of the UTHSC Institutional Review Board. Below are the instructions for completing CITI RCR training:

- Go to: www.citiprogram.org
- Create an account, if you do not already have one, or login, if you have an account
- Go to section "My Learner Tools for University of Tennessee Health Science Center – Memphis"
- Click on the link "Add a Course or Update Learner Groups"
- Scroll down to Question 3 and select "RCR for Post-docs". This will bring up the required modules.

An average score of 80% must be achieved on all RCR modules to receive a certificate.

Postdoctoral scholars should send a copy of certificate of completion to the Postdoc Office to be maintained in the postdoctoral scholar's file.

3. AALAS (American Association for Laboratory Animal Science) training

AALAS training is required of all postdoctoral scholars that will be working with animals. Completion is required within two months of each postdoc scholar's start date, or sooner if the postdoctoral scholar is to conduct animal research under the review of the Animal Care and Use Committee (ACUC). Below are the instructions for completing AALAS training:

- Modules (required and elective) are selected by mentor and Institutional Animal Care and Use Committee (IACUC) office
- The administrator in the IACUC office will work with you and your mentor to get you certified

4. Safety Training

Safety training is required of all individuals on the UTHSC campus. Details can be found at:

www.uthsc.edu/research/safety/training.php. Click on the [UTHSC Researcher/Staff Training Requirement Checklist](#) link to determine which specific training you are required to perform based on your activities on the UTHSC campus.

5. Conflict of Interest (COI) Training

COI training is required to be listed on NIH grants, regardless of the Principal Investigator. COI training is coordinated through Research Administration. Below are the instructions for completing COI training:

- Log on via www.citiprogram.org and create an account, if you do not already have one
 - Go to section "My Learner Tools for University of Tennessee Health Science Center–Memphis"
 - Click on the link "Add a Course or Update Learner Groups"
 - This will bring up the required modules.

An average score of 80% must be achieved on all 3 modules to receive a certificate. Postdoctoral scholars should send a copy of certificate of completion to Postdoc Office and Research Administration. Must be completed within 2 months of start date.

6. Health Insurance Portability and Accountability Act (HIPAA) training

Health Insurance Portability and Accountability Act (HIPAA) training is required of all Postdoctoral Scholars within two months of start date. Postdoctoral scholars should send a copy of scores to Postdoc Office and Research Administration. HIPPA training can be obtained at:

<https://www.uthsc.edu/compliance/training.php>

Should you have any questions or technical difficulties with HIPPA training that you are unable to resolve, please contact the Institutional Compliance Office via email (institutional.compliance@uthsc.edu) or at 901.448.8469.