

Online Training Instructions for Fellows and Students for Pediatric Orthopaedic Research

1) Activating a “UNI”

1. Each member of the Columbia community is assigned a unique "UNI," which is used for Columbia email (CubMail) and many other online applications requiring log-in. Once assigned a UNI by Columbia University for any time period, that UNI will be yours during all future involvement with Columbia.
2. If not yet assigned a UNI, the Department of Orthopaedics (located on PH11) will submit paperwork and give you a form with the letters and numbers for your UNI. It then needs to be activated as below:
 - 1) Go to the myUNI webpage: <http://uni.columbia.edu/>
 - 2) Click on “Activate a NEW UNI Account” and follow the prompts

2) Trainings for Clinical Research

A) GCP training

1. Go to Columbia University’s RASCAL: Research and Compliance Administration System www.rascal.columbia.edu
2. Click on “Training Center” and log in with Columbia uni and password
3. Complete all modules and final quiz for course TC0005: “Health Sciences: Protection of Human Research Participants (GCP) – for Patient-Oriented Clinical Investigators”
4. Print certificates for both courses to submit to the Research Manager

B) HIPAA training

1. Go to Columbia University’s RASCAL: Research and Compliance Administration System www.rascal.columbia.edu
2. Click on “Training Center” and log in with Columbia uni and password
3. Complete all modules and final quiz for course TC0019: “HIPAA: Health Insurance Portability Accountability Act Training Course”
4. Print certificates for both courses to submit to the Research Manager

C) CITI: Collaborative Institutional Training Initiative

1. Go to www.citiprogram.org
2. Click on “Register here” to create a user name and password
3. Fill out information and register with Columbia University as a Student Researcher
4. This registration process will automatically create a page for you with the necessary course – “Basic Course” – this course has 16 required and 3 elective modules to complete (each takes 15-20 minutes). Each module includes a quiz.
5. Print certificates for both courses to submit to the Research Manager

2) Filing Conflict of Interest

1. Go to Columbia University’s RASCAL: Research and Compliance Administration System www.rascal.columbia.edu
2. Click on Conflict of Interest
3. Fill out Conflict of Interest Questionnaire
4. When prompted, register yourself with the Department of Orthopedic Surgery using code 544. Pediatric “sub code” not included here is 03.