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MAIN-CTR 25/003

July 21, 2025

MEMORANDUM

TO : All CTRI Enterprise Units, Department of Advanced Medical Education, and Clinical Departments

FROM : R. V. Destura, Director, Clinical and Translational Research Institute

SUBJECT : **IMPLEMENTATION OF ONLINE NETWORK-WIDE RESEARCH TRAININGS THROUGH THE CITI PROGRAM**

The Clinical and Translational Research Institute (CTRI) remains the premier research institute of The Medical City (TMC) Enterprise. Part of CTRI's mandate is to provide training to the researchers of TMC Enterprise, ensuring that they are up-to-date with the current research methods, equipped with the knowledge to prepare their protocols and manuscripts, and certified to perform clinical and/ or biomedical research through the appropriate certification courses.

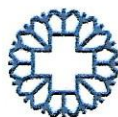
To ensure the network-wide implementation of the training and the efficient utilization of the courses, TMC partnered with the Collaborative Institutional Training Initiative (CITI), a globally recognized program that provides expertly developed courses focusing on clinical and biomedical research. For this initial year of implementation, the following core courses are offered by CTRI through the CITI Program.

- Good Clinical Practice Certification Course (basic and trial-specific)
- Research Study Design
- Biomedical Principal Investigatorship
- Biosafety and Biosecurity
- Scholarly Publishing
- Technology Transfer

Access to the CITI Program is FREE for all TMC researchers. The following guidelines must be observed for the utilization of the program:

1. **Good Clinical Practice (GCP) Certification Training**

As mandated by TMC Institutional Review Board, all researchers at TMC Enterprise are required to submit a valid GCP certification as provided by a qualified training institution/ individual. All new researchers (i.e., no previous GCP certificate) or researchers with expired GCP certificates are required to take the GCP certification training through the CITI Program. To access the GCP certification



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training, the following steps must be followed (please take note of the differences in the courses for specific investigator types):

- 1.1. Go to the CITI Program registration page at www.bit.ly/TMC-CITI
 - 1.2. Click on "Select your Organization Affiliation," and type The Medical City
 - 1.3. Agree to the Terms of Service and Privacy Policy, affirm your affiliation with TMC, and create your CITI Program account
 - 1.4. Input your name and email address (Note: please use your TMC email address in registering. If you have no TMC email, make sure to use the email you declared/ registered with CTRI or DepAMed. Unidentified emails or those not recognized by CTRI or DepAMed will have their access revoked)
 - 1.5. Create your username and password, and choose your security question (Note: password must be at least 12 characters)
 - 1.6. Connect your ORCID ID (optional), input your country of residence (Philippines), and input your preference to receive other information from CITI
 - 1.7. Select "No" for CE credits (Note: clicking "Yes" entails additional payment that is not covered by TMC CITI access), then submit your registration
 - 1.8. Select your language preference, enter your institutional email address (see notes under item 1.4.), enter your highest degree, your employee/ trainee number (if available), department, role in research, and phone number
 - 1.9. Go to "Question 4" and choose the appropriate GCP course:
 - 1.9.1. For trainees (interns/ residents/ fellows) and biomedical researchers- choose the course "GCP FOR CLINICAL TRIALS WITH INVESTIGATIONAL DRUGS AND BIOLOGICS (ICH FOCUS)"
 - 1.9.2. For principal investigators dealing with investigational drugs- choose the courses "GCP FOR CLINICAL TRIALS WITH INVESTIGATIONAL DRUGS AND MEDICAL DEVICES (ICH FOCUS AND US FDA FOCUS)"
 - 1.9.3. For principal investigators dealing with investigational devices- choose the course "GCP FOR CLINICAL INVESTIGATIONS OF DEVICES"
 - 1.9.4. For principal investigators dealing with social and behavioral research/ non-clinical research- choose the course "GCP- SOCIAL AND BEHAVIORAL RESEARCH BEST PRACTICES FOR CLINICAL RESEARCH"
 - 1.9.5. For principal investigators dealing with biomedical research- choose the course "BIOMEDICAL PI (under Question 3)"
 - 1.10. Click "Submit" and start accessing the course
- 2. General Research Training**
- All new investigators (including trainees and research staff) are required to complete the general research training courses to familiarize themselves with the research process and research writing. These courses include Technology Transfer, Research Study Design, and Preparing for Success in Scholarly Publishing. Completion of these courses is required for clearance purposes to CTRI. To access the General Research Training courses, the following steps must be followed:
- 2.1. For new users, please follow steps 1.1 to 1.8
 - 2.2. Go to "Question 1" and choose "Yes" for Technology Transfer
 - 2.3. Go to "Question 2" and choose "Yes" for Research Study Design
 - 2.4. Go to "Question 5" and choose "Yes" for Preparing for Success in Scholarly Publishing
 - 2.5. Click "Submit" and start accessing the courses
- 3. Basic Biomedical Research Training**





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All new project staff for laboratory-based research (implemented at The BRU Laboratories or the Institute of Cellular and Molecular Therapies Laboratory) are required to take basic biomedical research training, in addition to other technical training provided by their respective institutes. Completion of these courses is required before the actual laboratory immersion of the staff. To access the Basic Biomedical Research Training courses, the following steps must be followed:

- 3.1. For new users, please follow steps 1.1 to 1.8
- 3.2. Go to “Question 6” and choose the following courses:
 - 3.2.1. Basic Introduction to Biosafety
 - 3.2.2. Initial Biosafety Training
 - 3.2.3. Select Agents, Biosecurity, and Bioterrorism
 - 3.2.4. Emergency and Incident Response to Biohazard Spills and Releases
 - 3.2.5. Personal Protective Equipment
 - 3.2.6. Hazard Communication

3.3. Click “Submit” and start accessing the courses

4. Advanced Biomedical Research Training

Project staff who require specialized training relevant to their research may access advanced courses under the biosafety/ biosecurity track. Training for these is not required by CTRI, but may be required by the project sponsor/ grant agency/ regulatory agency. To access these courses, the following steps must be followed:

- 4.1. For new users, please follow steps 1.1 to 1.8
- 4.2. Go to “Question 6” and choose the courses as required:
 - 4.2.1. For project staff assigned to be the biosafety officer of the project- choose the course “BIOSAFETY OFFICER TRAINING”
 - 4.2.2. For project staff assigned to ship biological materials (locally or internationally)- choose the course “SHIPPING AND TRANSPORT OF REGULATED BIOLOGICAL MATERIALS”
 - 4.2.3. For project staff handling animals- choose the course “ANIMAL BIOSAFETY”
 - 4.2.4. For project staff handling recombinant DNA and human genetic materials- choose the courses “NIH RECOMBINANT DNA GUIDELINES and HUMAN GENE TRANSFER”
 - 4.2.5. For project staff handling blood or blood products- choose the course “OSHA BLOODBORNE PATHOGENS”
 - 4.2.6. For project staff handling nanoparticles- choose the course “NANOTECHNOLOGY”

4.3. Click “Submit” and start accessing the courses

5. Adding Training Courses to Existing Accounts

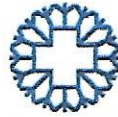
After the initial registration, if the researcher wants to add more courses (as described above), the following steps must be followed:

- 5.1. Go to CITI Program login page at www.bit.ly/TMC-CITI2
- 5.2. Login using your registered credentials
- 5.3. Click “View Courses”
- 5.4. At the bottom portion of the page, under the “Learner Tools for The Medical City,” click “Add a Course”
- 5.5. Select the additional course that you would like to take
- 5.6. Click “Submit” and start accessing the courses

6. Accessing and Submitting Training Certificates

As part of monitoring the training completion, researchers are required to submit their completion certificates to CTRI for the purpose of (1) clearance (for trainees), (2) project implementation (i.e., GCP training and biomedical research training), and project filing (for clinical and biomedical research requirements). All issued certificates are valid for three years. To access the certificate, the following steps must be followed:





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- 6.1. Please follow steps 5.1 to 5.2
- 6.2. Go to "My Records" and look for your completed course/s
- 6.3. Under the "Completion Record", click "View-Print-Share"
- 6.4. Click "View/ Print" under the Completion Certificate
- 6.5. Save or print your certificate for submission to CTRI

The TMC CITI Program access will be solely managed by CTRI. The main administrator for the program is CTRI's Research Management Officer, with support from the Science Research Specialist. Staff from each CTRI office within TMC Enterprise will be assigned as the point person to cascade and support the implementation of these guidelines to their network. The guidelines set here shall be applicable starting August 01, 2025. All inquiries related to this new program should be coursed through the Research Management Officer at ctri@themedicalcity.com or 8988-1000 local 7834.

Your compliance and cooperation with this new research training initiative are very much appreciated.

Thank you.

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The Medical City

Endorsed by:

Stuart A. Bennett, MD
President and Group CEO
The Medical City Enterprise

cc: *Department of Advanced Medical Education
Institutional Review Board
Office of the Chief Medical Officer
Clinical Departments
Medical CI Hub*

