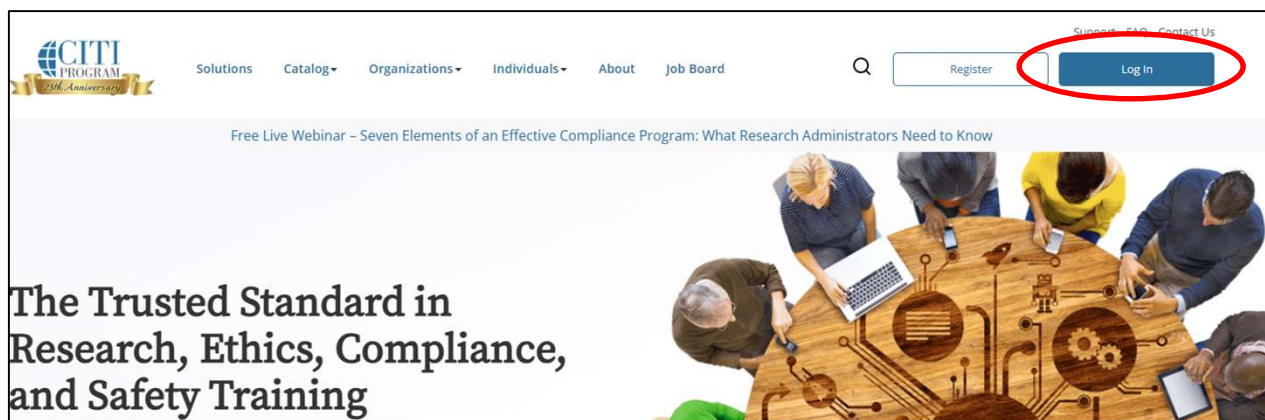


Accessing the CITI Program: Research Security Training (Custom)

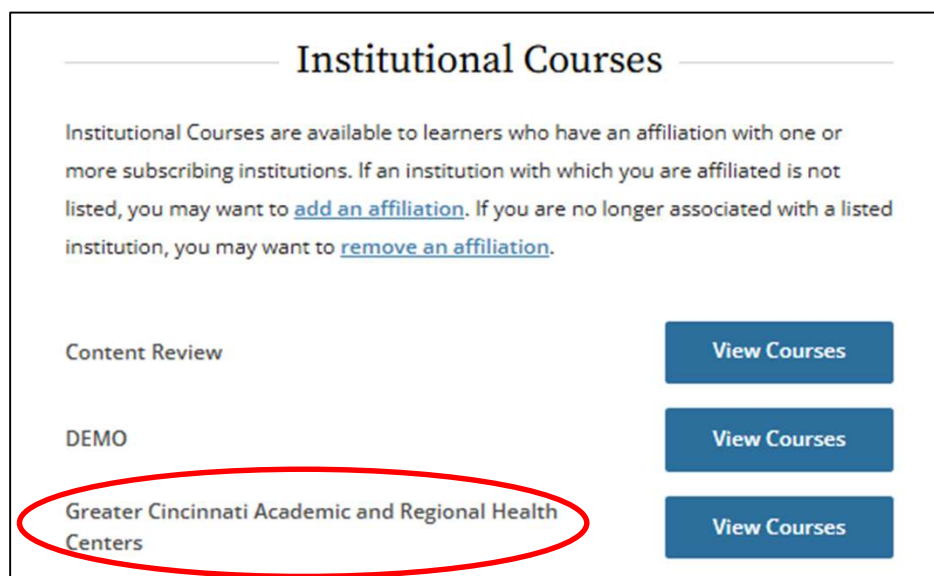
Federal research sponsors are expanding the requirement for covered individuals (i.e. PI, Co-I, and senior/key personnel) to complete training in research security and transparency of outside activities. The following Research Security Training (Custom) course developed by the NSF SECURE Center is a ~45 minute condensed version of the NSF's full 4-hour training course that meets federal agency standards. If you have questions about the Research Security Training, please contact research_security@uc.edu.

These instructions assume that you already have a CITI account affiliated with the University of Cincinnati. If you need to create a CITI user account or affiliate it with UC begin on page 5.

1. Navigate to <https://about.citiprogram.org/> and log in.



2. Choose your Greater Cincinnati Academic and Regional Health Centers affiliation and click "View Courses".



3. Scroll down to the bottom of your course list to the “Learner Tools” box. Click “Add a Course.”

Learner Tools for Greater Cincinnati Academic and Regional Health Centers

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

4. Confirm that you are affiliated with UC or UC Health and click “Next”.

Are you primarily employed (paid by) OR are you involved in the conduct of research occurring at any of the following institutions:

1. University of Cincinnati
2. UC Health

This question is required. Choose one answer.

☐ Yes
☐ No

[Start Over](#) [Next](#)

5. Answer all of the questions with your preferred responses. However, you MUST select “Yes” when asked **“Do you currently have an award or contract from a federal agency (NIH, NSF, etc) or plan to submit a proposal to a federal agency in the next 12 months?”** This question may be asked last and will unlock access to the Research Security Training.

Do you currently have an award or contract from a federal agency (NIH, NSF, etc) or plan to submit a proposal to a federal agency in the next 12 months?

This question is required. Choose one answer.

☐ Yes
☐ No.

[Start Over](#) [Next](#)

6. After all of the questions are answered, the Research Security Training (Custom) course should be available to you. Click “Start Now.”

Courses Ready to Begin

Greater Cincinnati Academic and Regional Health Centers

Research Security (Custom)

Stage 1 - Basic Course

0 / 1 modules completed

[Start Now](#)

7. You may be prompted to agree to CITI’s Terms of Service and directed to a menu of Required Modules. Identify the Research Security – Greater Cincinnati and Regional Health Centers course and click “Start.”

Required Modules

Complete the required module.

Modules	Completed	Score	
Research Security - Greater Cincinnati Academic and Regional Health Centers (ID 22191)	Incomplete	-	Start

8. When the course launches, click “View Module.”

Greater Cincinnati Academic and Regional Health Centers is solely responsible for the accuracy and appropriateness of the material, the compliance with applicable legal requirements such as copyright, and the maintenance of this custom module. This module is included in your course at the request of this organization. Questions or concerns regarding this material should be directed to **Greater Cincinnati Academic and Regional Health Centers**.

This module is only available in Audio-Visual format.

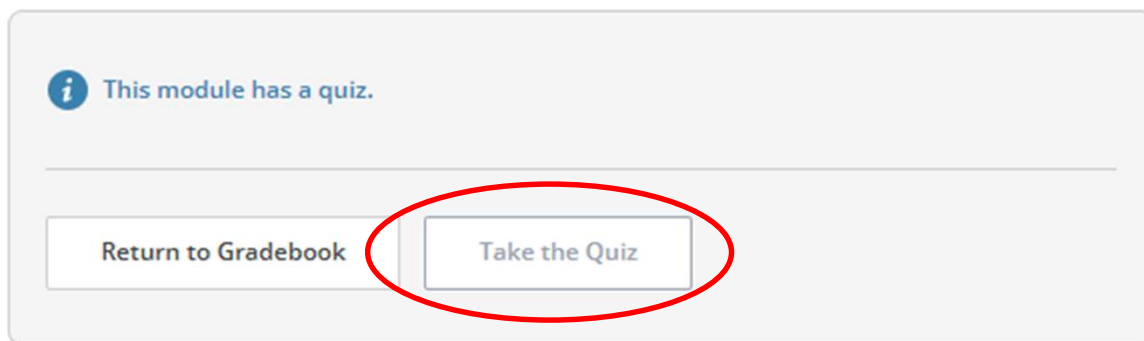

[View Module](#) 

Recommended browsers for Audio-Visual:
Current versions of Google Chrome, Microsoft Edge, Safari, or Firefox ([Enable Autoplay](#))

 This module has a quiz.

[Return to Gradebook](#)[Take the Quiz](#)

9. After you have completed the course, click “Take the Quiz.”

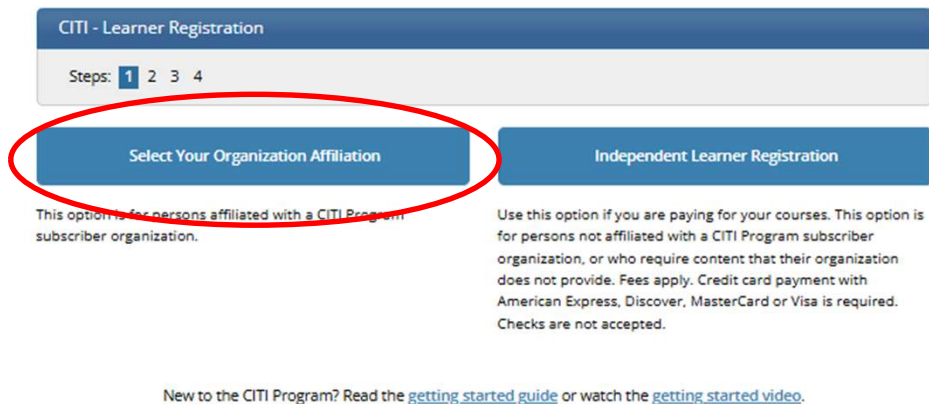


Creating an Account in CITI

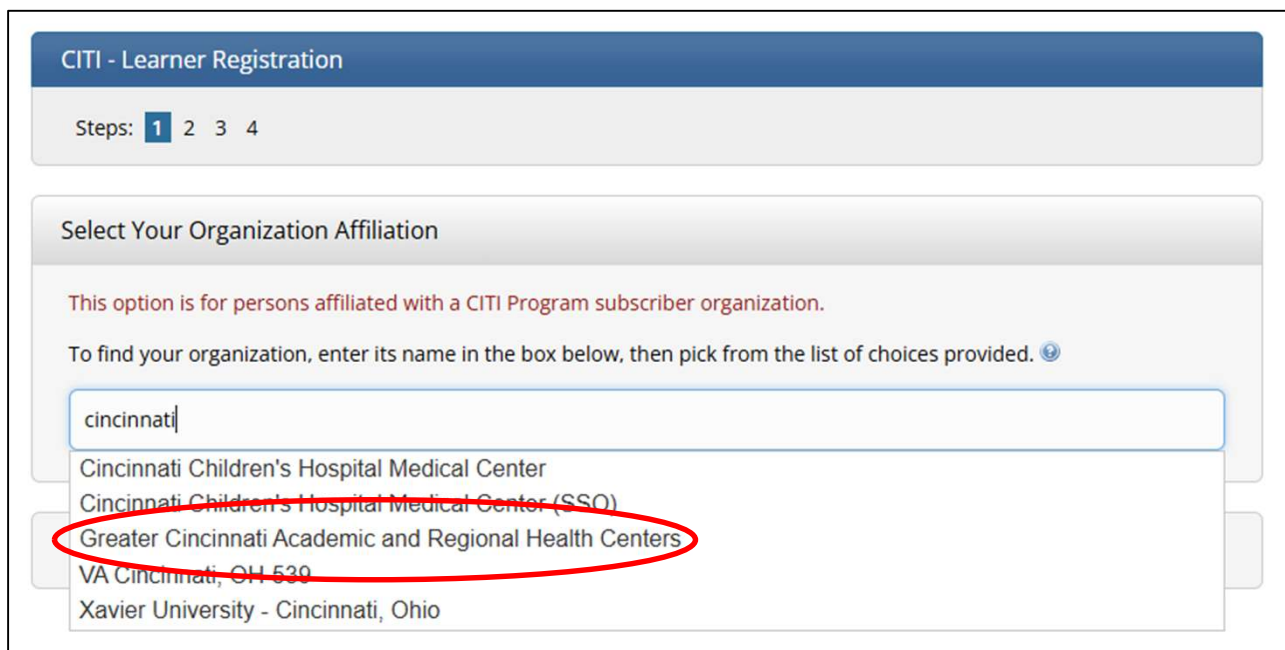
1. Navigate to <https://about.citiprogram.org/> and click “Register.” If you already have a CITI account affiliated with another institution, skip to Step 10 at the end of this section.



2. Click on “Select Your Organization Affiliation.”



3. Search for and select “Greater Cincinnati Academic and Regional Health Centers.”



4. Agree to terms of service and select “Create a CITI Program account.”

The screenshot shows the 'CITI - Learner Registration' page. At the top, a blue header bar contains the text 'CITI - Learner Registration'. Below it, a grey bar indicates the progress: 'Steps: 1 2 3 4', with '1' highlighted. The main content area is titled 'Select Your Organization Affiliation'. It includes a red note: 'This option is for persons affiliated with a CITI Program subscriber organization.' and a tip: 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' Below this is a search box containing the text 'Greater Cincinnati Academic and Regional Health Centers'. A message states: 'Greater Cincinnati Academic and Regional Health Centers only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There are two checked checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Greater Cincinnati Academic and Regional Health Centers.' At the bottom, a blue button labeled 'Create a CITI Program account' is circled in red.

5. Enter all requested information and click “Continue to Step 3.” We recommend using your UC email address.

The screenshot shows the 'CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers' page. A blue header bar contains the text 'CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers'. Below it, a grey bar indicates the progress: 'Steps: 1 2 3 4', with '2' highlighted. The main content area is titled 'Personal Information'. It includes a red note: '* indicates a required field.' There are four required fields: '* First Name', '* Last Name', '* Email Address', and '* Verify email address'. Below these are two optional fields: 'Secondary email address' and 'Verify secondary email address'. A message states: 'We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.' At the bottom, a blue button labeled 'Continue To Step 3' is circled in red.

6. Enter Country of Residence and select “No” regarding CITI asking for permission to contact you about other courses.

7. After finalizing registration, you may be redirected to a page asking for your Continuing Education Credite preferences. Select “No” as all courses required by UC are part of our institutional affiliation.

8. Complete your profile information, including language preference, UC email address, degree, employee (M) number, role, office phone, and primary institution.

Primary Institution *

☒ University of Cincinnati

☐ Cincinnati Children's Hospital Medical Center

☐ UC Health

☐ Cincinnati Veterans Affairs Medical Center

☐ Christ Hospital

☐ Tri-Health

☐ St. Elizabeth Healthcare

☐ Other

9. Confirm that you are affiliated with UC or UC Health and click “Next”.

Are you primarily employed (paid by) OR are you involved in the conduct of research occurring at any of the following institutions:

1. University of Cincinnati

2. UC Health

This question is required. Choose one answer.

☐ Yes

☐ No

[Start Over](#) [Next](#)

10. Note: if you are already affiliated with a different institution your menu may look slightly different. You should log in with your existing credentials and add an affiliation by clicking that option at the top of your screen.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).